

**WAC 465-10-040 Where and when public records may be obtained.**

(1) The authority's hours of operation are from 9:00 a.m. until 12:00 noon, and from 1:00 p.m. until 4:00 p.m., Monday through Friday, excluding legal holidays.

(2) The public may obtain public records during these hours of operation, as follows:

(a) Mail. The public may mail public records requests to the authority at any time. Requests by mail shall be addressed to the authority's mailing address: Tobacco Settlement Authority, c/o Public Records Officer, 1000 Second Avenue, Suite 2700, Seattle, WA 98104-1046. The front of the envelope shall conspicuously state: "Public Records Request."

(b) Fax. The authority will accept public disclosure requests by fax. Fax requests shall be addressed to the "Tobacco Settlement Authority, c/o Public Records Officer" with the subject line "Public Records Request" and sent to (206) 587-5113.

(c) In person. In person requests shall be made during the authority's hours of operation, at the authority's office.

(d) Telephone. Requests may not be made by telephone.

(e) Email. Requests may not be made by email.

[Statutory Authority: RCW 43.340.030 [(1)](h) and 34.05.220 (1)(b). WSR 02-20-024, § 465-10-040, filed 9/23/02, effective 10/24/02.]