

WAC 287-02-047 Processing of public records requests—Response.

(1) Within five business days of receipt of the request, the public records manager will do one or more of the following:

(a) Produce the requested records;

(b) Provide the requestor with a link to the requested documents located on the internet;

(c) Provide a reasonable estimate of when records will be available;

(d) Seek clarification of the request and provide a reasonable estimate (where possible) of when records will be provided if no clarification is received; or

(e) Deny the request.

(2) If records responsive to the request contain information implicating a third party's privacy or financial interest and any exemption from disclosure of that information arguably applies, the public records officer may give notice to those parties before releasing the records. Such notice provides those third parties an opportunity to seek a court order pursuant to RCW 42.56.540. The WSIB will inform the record requestor that it is providing third-party notice.

(3) If records responsive to the request are exempt from disclosure, in whole or in part, the public records officer will identify the record, state the specific exemption, and provide a brief explanation of why the record or a portion of the record is being withheld. If only a portion of a record is exempt from disclosure, the public records officer will produce the nonexempt portions.

(4) If a requestor withdraws the request, fails to inspect the records, fails to pay the deposit if required under WAC 287-02-065 and 287-02-075, or make final payment for the requested records, the public records officer will close the request.

(5) The WSIB is not required to create new documents in order to respond to a request for public records or to provide records that are not the WSIB's own public records.

[Statutory Authority: RCW 42.56.040, 42.56.070, 42.56.100, 42.56.120, and 2017, c 304. WSR 18-18-013, § 287-02-047, filed 8/24/18, effective 9/24/18. Statutory Authority: RCW 42.56.040. WSR 16-24-047, § 287-02-047, filed 12/1/16, effective 1/1/17.]