

WAC 292-10-040 Requests for public records. (1) All requests for inspection or copying made in person at the agency shall be made on a form substantially as follows:

REQUEST FOR PUBLIC RECORDS

Date..... Time.....
Name.....
Address.....
.....
Representing.....
Description of Records:
.....
.....
.....

I certify that lists of names obtained through this request for public records will not be used for commercial purposes.

.....

Signature

Number of copies
Number of pages
Per page charge \$
Total charge \$

(2) All requests made in person may be made to the agency at General Administration Building, 210 11th Ave. S.W., Suite 400, Olympia, WA 98504, between the hours of 8:00 a.m. to 5:00 p.m. Monday through Friday, excluding legal holidays.

(3) A request for inspection or copying of public records may be made by mail in a letter containing the following information:

- (a) The name and address of the person making the request;
- (b) The organization or group that the person represents;
- (c) The time of day and the calendar date on which the person wishes to inspect the public records;
- (d) A description of the public records requested;
- (e) A statement whether access to copying equipment is desired;
- (f) A phone number where the person can be reached in case the public records officer or designee needs to contact the person for further description of the material or any other reason;
- (g) A statement that the record will not be used for commercial purposes.

(4) All requests by mail should be received at the agency at least three business days before the requested date of inspection to allow the public records officer or designee to make certain the requested records are available and not exempt and, if necessary, to contact the person requesting inspection.

(5) The agency may in its discretion fill requests made by telephone.

[Statutory Authority: RCW 42.17.250, 42.17.260, Art. IV, § 31 of the state Constitution, and chapter 2.64 RCW. WSR 05-01-021, § 292-10-040, filed 12/2/04, effective 1/2/05; WSR 91-04-060 (Order 3), § 292-10-040, filed 2/5/91, effective 3/8/91.]