

WAC 479-02-075 Response to requests. Upon receiving a request, the public records officer will respond within five business days in writing or by email acknowledging receipt of the request and with one or more of the following:

- (1) The requested record;
- (2) An estimate of the time it will take to provide the record or a schedule for providing the records in installments, including:
 - (a) An estimate of the copying and shipping costs of the record; and
 - (b) A request for advanced partial payment of the copy and shipping costs;
- (3) A request for further information or identification of the desired public records;
- (4) A request for verification that the records requested will not be used to compile a sales list, or that the records will not be sold for commercial gain; or
- (5) A denial of the request pursuant to WAC 479-02-110.

[Statutory Authority: Chapter 47.26 RCW. WSR 07-18-050, § 479-02-075, filed 8/30/07, effective 9/30/07.]