

**Chapter 358-40 WAC  
PUBLIC DISCLOSURE**

Last Update: 12/16/81

**WAC**

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**WAC 358-40-010 Purpose.** The purpose of this chapter shall be to ensure compliance by the personnel appeals board with the provisions of chapter 42.17 RCW, Disclosure—Campaign finances—Lobbying—Records; and in particular with sections 25 through 32 of that chapter, dealing with public records.

[Statutory Authority: Chapter 41.64 RCW. WSR 82-01-053 (Order 81-4), § 358-40-010, filed 12/16/81.]

**WAC 358-40-020 Location of agency.** (1) The administrative offices of the personnel appeals board and its staff are located at 2828 Capitol Boulevard, Olympia, Washington 98501.

[Statutory Authority: Chapter 41.64 RCW. WSR 82-01-053 (Order 81-4), § 358-40-020, filed 12/16/81.]

**WAC 358-40-030 Conduct of business.** The general conduct of agency business shall be pursuant to the provisions of chapter 41.64 RCW and Title 358 WAC.

[Statutory Authority: Chapter 41.64 RCW. WSR 82-01-053 (Order 81-4), § 358-40-030, filed 12/16/81.]

**WAC 358-40-040 Office hours.** Public records shall be available for inspection and copying from 8:00 a.m. until 12 noon and 1:00 p.m. to 5:00 p.m., Monday through Friday, excluding legal holidays.

[Statutory Authority: Chapter 41.64 RCW. WSR 82-01-053 (Order 81-4), § 358-40-040, filed 12/16/81.]

**WAC 358-40-050 Records availability—Copies obtained.** (1) Copies of all public records defined in Title 358 WAC and identified in current indexes maintained in the principal office of the personnel appeals board shall be made available upon request to the public records officer. Response to such requests will be in the order received.

- (2) Available indexes shall include the following:
- (a) Title 358 WAC.
  - (b) Notices and minutes of meetings.
  - (c) Personnel appeals board orders.
  - (d) Personnel appeals board budget and planning documents.
  - (e) Staff administrative procedures manuals.

(f) Factual staff reports and studies.

(3) No fee will be charged for inspection of public records. Inspection will be during office hours and must be accomplished without excessive interference with the essential functions of the agency.

(4) Copies of records will be made available at no more than actual cost as determined by the executive secretary.

[Statutory Authority: Chapter 41.64 RCW. WSR 82-01-053 (Order 81-4), § 358-40-050, filed 12/16/81.]

**WAC 358-40-060 Exemptions—Public records.** (1) The public records officer shall determine which public records requested in accordance with these rules are exempt under the provisions of RCW 42.17.310.

(2) Pursuant to RCW 42.17.260, the public records officer may delete identifying details when he/she makes available or publishes any public record and in any cases when there is reason to believe that disclosure of such details would be an invasion of personal privacy protected by chapter 42.17 RCW. The public records officer will justify such deletion in writing.

(3) Denials of requests for public records must be accompanied by a written statement specifying the reason for the denial. A statement of the specific exemption in chapter 42.17 RCW authorizing withholding the record and a brief explanation of how the exemption applies to the record withheld will be included.

(4) Upon written request, denials of requests for public records will be reviewed by the executive secretary within two working days.

[Statutory Authority: Chapter 41.64 RCW. WSR 82-01-053 (Order 81-4), § 358-40-060, filed 12/16/81.]