

**WAC 390-14-020 Procedures and hours for inspecting and copying records.**

(1) You can inspect and copy public records in the commission office during customary business hours. Customary business hours are typically 8:00 a.m. to 5:00 p.m. Monday through Friday, excluding legal holidays or other days the agency is closed. Contact the public records officer to make arrangements for inspection or copying of records at the commission office.

(2) Records and information posted on the commission website are available to you at any time for inspection and copying from your personal computer or computer terminals publicly available, such as public libraries. A public computer terminal is available in the commission office for you to inspect commission website records. The terminal is available on a no cost, first-come, first-served basis.

(3) The commission will take reasonable actions to protect records from damage and disorganization while records are being inspected and copied including, but not limited to, the following:

(a) If you seek time at the commission office to inspect records, or if more than one person wants to use the agency's public computer terminal to inspect records on the commission's website, the public records officer will work with you to provide a schedule. The schedule will take into account the space or time needed to inspect the records, any staff assistance needed, and other demands on the agency.

(b) You may not remove public records from the area the public records officer makes available for inspection. The public records officer has the discretion to designate the means and the location for the inspection of records.

(c) Inspection of any public record must be conducted in the presence of a designated agency employee.

(d) Public records may not be marked or altered in any manner during inspection.

(e) After inspection is complete, the public records officer or designee will make requested copies or arrange for copying and pickup or delivery. Copying and mailing charges apply. See WAC 390-14-030.

(f) Public records that are maintained in a file or jacket, or in chronological order, may not be dismantled except by a designated agency employee for purposes of copying.

(g) Depending upon the specific nature or scope of the request, the public records officer may make other arrangements or provide other procedures to provide full public access to public records, protect public records from damage or disorganization, and prevent excessive interference with other essential functions of the agency or unreasonable disruption of the agency. The public records officer may take into account the volume of records responsive to your request, the availability of staff, and other factors. Such procedures may include making records available on a partial or installment basis.

[Statutory Authority: RCW 42.56.100, 42.56.040, and 42.17A.110. WSR 12-18-015, § 390-14-020, filed 8/24/12, effective 9/24/12. Statutory Authority: RCW 42.17.370(1). WSR 99-12-058, § 390-14-020, filed 5/27/99, effective 6/27/99; WSR 85-15-020 (Order 85-03), § 390-14-020, filed 7/9/85; Order 62, § 390-14-020, filed 8/26/75.]