

WAC 479-02-100 Protection of public records. To protect public records, the following rules have been adopted:

(1) Copying of public documents will be done by staff or under their supervision.

(2) Public documents will not be removed by the requestor.

(3) Inspection of documents will be monitored by staff.

(4) If a request is submitted to examine or copy an entire file or group of documents, the public records officer will review the file and identify any protected records under RCW 42.17.310. A reasonable time to do the review will be given to the public records officer without being in violation of the obligation to reply promptly.

[Statutory Authority: Chapter 47.26 RCW. WSR 07-18-050, § 479-02-100, filed 8/30/07, effective 9/30/07; WSR 95-04-072, § 479-02-100, filed 1/30/95, effective 3/2/95; WSR 91-13-056, § 479-02-100, filed 6/17/91, effective 7/18/91.]