

**WAC 10-04-040 Requests for public records.** (1) Prior to submitting a records request, requestors are encouraged to view documents available on the office website at [www.oah.wa.gov](http://www.oah.wa.gov).

(2) Requestors seeking to inspect or receive copies of public records must give reasonable notice to the office that the request is for public records. The request should be addressed to the public records officer.

(3) Requestors may use the public records request form available at [www.oah.wa.gov](http://www.oah.wa.gov).

(4) Requestors are encouraged to include the following information in the request:

- Name of requestor;
- Contact information of requestor, such as telephone number, mailing address, and email address;
- The date of the request;
- Enough information about the public records being requested to allow the office to reasonably identify and locate any responsive records; and
- Preferred method of receiving the responsive records.

[Statutory Authority: RCW 34.12.030(6). WSR 18-01-144, § 10-04-040, filed 12/20/17, effective 1/20/18. Statutory Authority: RCW 34.05.020, 34.12.030 and 42.17.250. WSR 99-20-115, § 10-04-040, filed 10/6/99, effective 11/6/99. Statutory Authority: RCW 34.04.020 and 47.17.250 - 47.17.320 [42.17.250 - 42.17.320]. WSR 82-22-052 (Order 3), § 10-04-040, filed 11/1/82.]