

**WAC 296-131-017 Employment records.** (1) Every employer shall keep for at least three years a record of the name, address, and occupation of each employee, dates of employment, rate or rates of pay, amount paid each pay period to each such employee and the hours worked.

(2) Every employer shall make the records described in subsection (1) of this section available to the director or the director's authorized representative at any time for inspection and transcription or copying and to the employee, upon request for that employee's work record, at any reasonable time.

[Statutory Authority: RCW 43.22.270, 1989 c 380 and chapter 49.46 RCW. WSR 89-22-015 (Order 89-15), § 296-131-017, filed 10/24/89, effective 11/24/89.]