

**WAC 352-40-130 How are agency records indexed?** Records retention schedules established and maintained under the directives of RCW 40.14.060 serve as an index for the agency's records.

The agency has a functional indexing system for commission policy and the agency's administrative policy and procedures.

Commission meetings minutes and agenda items are indexed by year and month.

[Statutory Authority: Chapter 79A.05 RCW. WSR 19-15-137, § 352-40-130, filed 7/23/19, effective 8/23/19. Statutory Authority: RCW 79A.05.030, 79A.05.070, 79A.05.075, chapter 42.56 RCW, RCW 42.56.040 and 42.56.070. WSR 08-24-005, § 352-40-130, filed 11/20/08, effective 12/21/08. Statutory Authority: RCW 79A.05.030, 79A.05.070, 79A.05.075, and chapter 42.17 RCW. WSR 03-11-068, § 352-40-130, filed 5/19/03, effective 6/19/03. Statutory Authority: RCW 43.51.040. WSR 90-20-032, § 352-40-130, filed 9/25/90, effective 10/26/90; Order 15, § 352-40-130, filed 7/25/73.]