

**WAC 192-02-020 Definitions.** (1) "Public record" includes any writing containing information relating to the conduct of government or the performance of any governmental or proprietary function prepared, owned, used, or retained by the department regardless of physical form or characteristics.

(2) "Public records officer" means the public records officer of the employment security department or the designee of the public records officer.

(3) "Writing" means handwriting, typewriting, printing, photostating, photographing, and every other means of recording any form of communication or representation including, but not limited to, letters, words, pictures, sounds, or symbols, or combination thereof, and all papers, maps, magnetic or paper tapes, photographic films and prints, motion picture, film and video recordings, magnetic or punched cards, discs, drums, diskettes, sound recordings, and other documents including existing data compilations from which information may be obtained or translated.

[Statutory Authority: RCW 42.56.100, 50.12.010, 50.12.040, 50.13.030, and chapter 50.13 RCW. WSR 20-21-071, § 192-02-020, filed 10/16/20, effective 11/16/20.]