

**WAC 437-06-040 Request for public records.** According to chapter 42.56 RCW, members of the public may inspect, copy, or get copies of public records if they comply with the following procedures:

(1) Make a request in writing which includes:

(a) The name of the person requesting the record;

(b) The time of day and calendar date on which the request is made; and

(c) The name or description of the records requested.

(2) A request for disclosure shall be made during the customary business hours or by mail.

(3) This chapter shall not be construed as giving authority to any agency to give, sell or provide access to lists of individuals requested for commercial purposes, and agencies shall not do so unless specifically authorized or directed by law.

(4) When a person's identity is relevant to an exemption, that person may be required to provide personal identification, including photographic identification and/or fingerprints.

[Statutory Authority: RCW 9.94A.850 and chapter 34.05 RCW. WSR 09-21-107, § 437-06-040, filed 10/21/09, effective 11/21/09. Statutory Authority: Chapter 9.94A RCW. WSR 84-23-048 (Order 84-01), § 437-06-040, filed 11/19/84.]