

**WAC 468-06-060 Requesting public records.** (1) Submitting a request. Requests for public records to the department or the commission can be made by:

(a) Using the public disclosure request center, by clicking on the link on the website at <http://www.wsdot.wa.gov/Contact/PublicDisclosure>, or going to [https://wsdot.mycusthelp.com/WEBAPP/\\_rs/supporthome.aspx](https://wsdot.mycusthelp.com/WEBAPP/_rs/supporthome.aspx); or

(b) Submitting a written request to the department that includes:

(i) The name, address, telephone number, and email address of the person requesting the records;

(ii) The date and time of the request;

(iii) A description of the public records sought adequate for the department to identify and locate all responsive records;

(iv) Language stating that the request for records is intended as a public records request or a similar statement placing the department on fair notice that records are being sought under the PRA; and

(v) A statement indicating whether copies or the records are sought or if the requestor wants to arrange to inspect records.

Requests not submitted through the public disclosure request center identified in (a) of this subsection can be submitted via U.S. mail, hand delivery, or facsimile at:

Public Records Office  
Transportation Building  
310 Maple Park Avenue S.E.  
P.O. Box 47410  
Olympia, WA 98504-7410  
Facsimile: 360-705-6808

(2) A request not submitted in a manner identified in subsection (1) of this section will not be considered a public records request under chapter 42.56 RCW, but will be responded to as an informal routine inquiry or a general request for information.

(3) Requested production. Nonexempt records are available through inspection, paper copies, or electronic copies. The requestor should indicate the production preference and make arrangements to pay the fees, if any.

[Statutory Authority: RCW 42.56.040. WSR 19-24-068, § 468-06-060, filed 11/27/19, effective 12/28/19; WSR 19-14-003, § 468-06-060, filed 6/19/19, effective 7/20/19; WSR 19-07-026, § 468-06-060, filed 3/12/19, effective 4/12/19. Statutory Authority: Chapter 42.56 RCW. WSR 15-24-130, § 468-06-060, filed 12/2/15, effective 1/2/16. Statutory Authority: Chapters 42.17, 42.56 RCW. WSR 08-16-030, § 468-06-060, filed 7/29/08, effective 8/29/08. Statutory Authority: 1977 ex.s. c 151. WSR 79-01-033 (DOT Order 10 and Comm. Order 1, Resolution No. 13), § 468-06-060, filed 12/20/78. Formerly WAC 252-03-050.]