

WSR 26-01-214
PROPOSED RULES

EASTERN WASHINGTON UNIVERSITY

[Filed December 24, 2025, 10:44 a.m.]

Original Notice.

Proposal is exempt under RCW 34.05.310(4) or 34.05.330(1).

Title of Rule and Other Identifying Information: WAC 172-10-020 Public records officer, 172-10-030 Availability of public records, and 172-10-090 Review of denial of public records.

Hearing Location(s): On January 27, 2026, at 12:00 p.m., at 201 Showalter Hall, Eastern Washington University, Cheney, WA 99004.

Date of Intended Adoption: February 20, 2026.

Submit Written Comments to: Annika Scharosch, 214 Showalter Hall, Cheney, WA 99004, email ascharosch@ewu.edu, website https://inside.ewu.edu/policies, beginning December 24, 2025, at 8:00 a.m., by 5:00 p.m. on January 31, 2026.

Assistance for Persons with Disabilities: Contact Annika Scharosch, phone 509-359-6724, email ascharosch@ewu.edu, by January 23, 2026.

Purpose of the Proposal and Its Anticipated Effects, Including Any Changes in Existing Rules: Update contact information for filing public records requests and the title of the employee who reviews appeals.

Reasons Supporting Proposal: Provide updated contact information and titles associated with the public records process.

Statutory Authority for Adoption: RCW 28B.35.120(12).

Statute Being Implemented: Chapter 42.56 RCW.

Rule is not necessitated by federal law, federal or state court decision.

Name of Proponent: Eastern Washington University, governmental.

Name of Agency Personnel Responsible for Drafting and Implementation: Annika Scharosch, 214 Showalter Hall, Cheney, WA 99004, 509-359-6724; Enforcement: Dr. Shari McMahan, 214 Showalter Hall, Cheney, WA 99004, 509-359-6200.

A school district fiscal impact statement is not required under RCW 28A.305.135.

A cost-benefit analysis is not required under RCW 34.05.328. Not subject to RCW 34.05.328(5).

This rule proposal, or portions of the proposal, is exempt from requirements of the Regulatory Fairness Act because the proposal:

Is exempt under RCW 19.85.025(3) as the rules relate only to internal governmental operations that are not subject to violation by a nongovernment party; rules only correct typographical errors, make address or name changes, or clarify language of a rule without changing its effect; and rule content is explicitly and specifically dictated by statute.

Is exempt under RCW 19.85.025(4).

Explanation of exemptions: These changes update contact information and titles relating to the public records process.

Scope of exemption for rule proposal:

Is fully exempt.

December 24, 2025
Annika Scharosch
Chief of Staff and Compliance

RDS-6917.1

AMENDATORY SECTION (Amending WSR 21-12-036, filed 5/25/21, effective 6/25/21)

WAC 172-10-020 Public records officer. (1) Any person wishing to request access to public records of Eastern Washington University, or seeking assistance in making such a request should contact the public records officer of Eastern Washington University. Throughout this chapter, references to the public records officer shall mean the public records officer or his/her designee.

(2) Contact information:

Public Records Officer
Eastern Washington University
(~~(Business and Finance Office)~~)
211 Tawanka Commons
Cheney, WA 99004
Phone: (~~(509-359-7496)~~) 509-359-6612
(~~(Fax: 509-359-2266)~~)
Email: prr@ewu.edu

(3) Information is also available at the Eastern Washington University website at (~~(https://inside.ewu.edu/rep/pr/)~~) https://inside.ewu.edu/records-management/pr.

(4) The public records officer and Eastern Washington University shall assist requestors, comply with the Public Records Act, and provide public records training and assistance to university employees.

AMENDATORY SECTION (Amending WSR 21-12-036, filed 5/25/21, effective 6/25/21)

WAC 172-10-030 Availability of public records. (1) Hours for inspection of records. Public records are available for inspection and copying during normal business hours of Eastern Washington University, Monday through Friday, 8:00 a.m. to 5:00 p.m., excluding legal holidays, unless the requestor and the public records officer agree on a different time. Records must be inspected at the offices of Eastern Washington University.

(2) *University Policy Index.* An index of Eastern Washington University's generally applicable rules, policies, and procedures is available for use by members of the public and may be accessed online at www.ewu.edu/policy.

(3) Organization of records. Eastern Washington University will maintain its records in a reasonably organized manner. Eastern Washington University will take reasonable actions to protect records from damage and disorganization. A requestor shall not take Eastern Washington University records from Eastern Washington University offices without the permission of the public records officer. A variety of records are available on the Eastern Washington University website at www.ewu.edu. Requestors are encouraged to view the documents available on the website prior to submitting a records request.

(4) Making a request for public records.

(a) Any person wishing to inspect or copy public records of Eastern Washington University should make the request in writing on the

Eastern Washington University public records request form, ~~((or by))~~ letter, ~~((fax,))~~ or email addressed to the public records officer and including the following information:

- (i) Name of requestor (which may be anonymous);
 - (ii) Address of requestor;
 - (iii) Other contact information, including telephone number and any email address;
 - (iv) Adequate identification of the public records for the public records officer to locate the records;
 - (v) The date and time of day of the request; and
 - (vi) A verification that the records requested shall not be used to compile a commercial sales list.
- (b) If the requestor wishes to have copies of the records made instead of simply inspecting them, ~~((he or she))~~ they should so indicate and make arrangements to pay for copies of the records or a deposit. Pursuant to WAC 172-10-080, standard photocopies will be provided at ~~((fifteen))~~ 15 cents per page.
- (c) A form is available for use by requestors at the office of the public records officer and online at ~~((https://inside.ewu.edu/rep/pr/))~~ https://inside.ewu.edu/records-management/pr/public-records/public-records-request-form/.
- (d) The public records officer may accept requests for public records that contain the above information by telephone or in person, but is not required to do so. If the public records officer accepts such a request, ~~((he or she))~~ they will confirm receipt of the information and the substance of the request in writing.

AMENDATORY SECTION (Amending WSR 18-06-025, filed 2/27/18, effective 3/30/18)

WAC 172-10-090 Review of denials of public records. (1) Petition for internal administrative review of denial of access. Any person who objects to the initial denial or partial denial of a records request may petition in writing (including email) to the public records officer for a review of that decision. The petition shall include a copy of or reasonably identify the written statement by the public records officer denying the request.

(2) Consideration of petition for review. The public records officer shall promptly provide the petition and any other relevant information to the vice president for business and ~~((finance))~~ strategy, who will immediately consider the petition and either affirm or reverse the denial within two business days following the university's receipt of the petition, or within such other time as Eastern Washington University and the requestor mutually agree to.

(3) Review by the attorney general's office. Pursuant to RCW 42.56.530, if the university denies a requestor access to public records because it claims the record is exempt in whole or in part from disclosure, the requestor may request the attorney general's office to review the matter. The attorney general has adopted rules on such requests in WAC 44-06-160. A requestor may initiate such a review by sending a request for review to: Public Records Review, Office of the Attorney General, P.O. Box 40100, Olympia, Washington 98504-0100 or publicrecords@atg.wa.gov.

(4) Judicial review. Any person may obtain court review of denials of public records requests pursuant to RCW 42.56.550 at the con-

clusion of two business days after the initial denial regardless of any internal administrative appeal.