

Chapter 24-20 WAC
WASHINGTON APPLE COMMISSION PUBLIC RECORDS

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WAC 24-20-010 Purpose. The purpose of this chapter is to ensure compliance by the Washington apple commission with the provisions of the Public Records Act, chapter 42.56 RCW. These rules provide information to persons requesting access to the commission's public records and establish procedures for both requestors and commission staff.

[Statutory Authority: RCW 15.24.070, 15.24.090, 42.56.040 and chapter 34.05 RCW. WSR 19-24-098, § 24-20-010, filed 12/4/19, effective 1/4/20.]

WAC 24-20-020 Public record. A 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 commission regardless of physical form or characteristics.

[Statutory Authority: RCW 15.24.070, 15.24.090, 42.56.040 and chapter 34.05 RCW. WSR 19-24-098, § 24-20-020, filed 12/4/19, effective 1/4/20.]

WAC 24-20-030 Public records officer. (1) The commission's public records shall be in the charge of the public records officer designated by the commission.

(2) The name of the commission's current public records officer is on file with the office of the code reviser in accordance with RCW 42.56.580 and is published in the *Washington State Register*.

(3) The commission or its president may appoint a temporary public records officer to serve during the absence of the designated records officer. The public records officer shall be responsible for implementing the commission's rules regarding disclosure of public records, coordination of staff regarding disclosure of public records, and generally ensuring compliance by staff with public records disclosure requirements.

[Statutory Authority: RCW 15.24.070, 15.24.090, 42.56.040 and chapter 34.05 RCW. WSR 19-24-098, § 24-20-030, filed 12/4/19, effective 1/4/20.]

WAC 24-20-040 Requests for public records. (1) All requests for disclosure of public records must be submitted in writing directly to the commission's public records officer by mail at:

Washington Apple Commission
2900 Euclid Avenue
Wenatchee, WA 98801
email: publicrecords@waapple.org

The written request should include:

(a) The name of the person requesting the record and their contact information;

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

(c) Sufficient information to readily identify the records being requested.

(2) Any person wishing to inspect the commission's public records may make an appointment with the public records officer to inspect the records at the commission office during regular business hours. In order to adequately protect the commission's public records, the following will apply:

(a) Public records made available for inspection may not be removed from the area the commission makes available for inspection.

(b) Inspection of any public record will be conducted in the presence of the public records officer or designee.

(c) Public records may not be marked or altered in any manner during inspection.

(d) The commission has the discretion to designate the means and the location for the inspection of records. The viewing of those records that require specialized equipment shall be limited to the availability of that equipment located at the commission office and the availability of authorized staff to operate that equipment.

[Statutory Authority: RCW 15.24.070, 15.24.090, 42.56.040 and chapter 34.05 RCW. WSR 19-24-098, § 24-20-040, filed 12/4/19, effective 1/4/20.]

WAC 24-20-050 Response to public records request. (1) The public records officer shall respond to public records requests within five business days by:

(a) Providing the record;

(b) Providing a link or address for a record available on the internet under RCW 42.56.520;

(c) Acknowledging receipt of the request and providing a reasonable estimate of the time the commission will require to respond to the request; or

(d) Denying the public records request. Responses refusing in whole or in part the inspection of a public record shall include a statement of the specific exemption authorizing the withholding of the record (or any part) and a brief explanation of how the exemption applies to the record(s) withheld or to any redactions in records produced.

(2) Additional time to respond to the request may be based upon the need to:

(a) Clarify the intent of the request;

(b) Locate and assemble the information requested;

(c) Notify third persons or agencies affected by the request; or

(d) Determine whether any of the information requested is exempt and that a denial should be made as to all or part of the request.

(3) In acknowledging receipt of a public records request that is unclear, the public records officer may ask the requestor to clarify

what records the requestor is seeking. The public records officer is not obligated to provide further response if the requestor fails to clarify the request.

[Statutory Authority: RCW 15.24.070, 15.24.090, 42.56.040 and chapter 34.05 RCW. WSR 19-24-098, § 24-20-050, filed 12/4/19, effective 1/4/20.]

WAC 24-20-060 Costs of disclosure. (1) No fee shall be charged for the inspection of public records.

(2) Pursuant to RCW 42.56.120(2), the commission declares for the following reasons that it would be unduly burdensome for it to calculate the actual costs it charges for providing copies of public records: Funds were not allocated for performing a study to calculate such actual costs and the agency lacks the necessary funds to perform a study and calculations; staff resources are insufficient to perform a study and to calculate such actual costs; and a study would interfere with and disrupt other essential agency functions.

(3) The commission may charge fees for production of copies of public records consistent with the fee schedule established in RCW 42.56.120.

(4) The public records officer may waive the fee when the expenses of processing payment exceeds the costs of providing copies.

[Statutory Authority: RCW 15.24.070, 15.24.090, 42.56.040 and chapter 34.05 RCW. WSR 19-24-098, § 24-20-060, filed 12/4/19, effective 1/4/20.]

WAC 24-20-070 Exemptions. The commission's public records are available for disclosure except as otherwise provided under chapter 42.56 RCW or any other law. Requestors should be aware of the following exemptions to public disclosure specific to commission records. This list is not exhaustive and other exemptions may apply:

(1) Production or sales records required to determine assessment levels and actual assessment payments the commission under chapter 15.24 RCW (reference RCW 42.56.380(3)).

(2) Financial and commercial information and records supplied by persons:

(a) To the commission for the purpose of conducting a referendum for the establishment of the commission; or

(b) To the commission under chapter 15.24 RCW, with respect to domestic or export marketing activities or individual producer's production information (reference RCW 42.56.380(5)).

(3) Lists of individuals requested for commercial purposes (reference RCW 42.56.070).

(4) Records which are relevant to a controversy to which the commission is a party but which records would not be available to another party under the rules of pretrial discovery for causes pending in the superior courts, including records involving attorney-client communications between the commission and the office of the attorney general privileged under RCW 5.60.060(2).

(5) Personal information in any files maintained for employees, appointees, or elected officials of any public agency to the extent that disclosure would violate their right to privacy (reference RCW 42.56.230(3)).

(6) Residential addresses, residential telephone numbers, personal wireless telephone numbers, personal electronic mail addresses, dates of birth, Social Security numbers and emergency contact information of employees, dependents of employees, or volunteers of a public agency that are held by any agency in personnel records, public employment related records, or volunteer rosters, or are included in any mailing list of employees or volunteers of any public agency (reference RCW 42.56.250(3)).

[Statutory Authority: RCW 15.24.070, 15.24.090, 42.56.040 and chapter 34.05 RCW. WSR 19-24-098, § 24-20-070, filed 12/4/19, effective 1/4/20.]

WAC 24-20-080 Review of denials of public records requests. (1)

Any person who objects to the denial of a request to copy or inspect public records may petition the commission for review of such decision by submitting a written request to the commission. The request shall specifically refer to the statement which constituted or accompanied the denial.

(2) The commission's president or designee shall immediately consider the matter and either affirm or reverse such denial. In any case, the request shall be returned with a final decision, within ten business days following receipt of the written request for review of the original denial.

(3) Under RCW 42.56.530, if the commission 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.

(4) Any person may obtain court review of a denial of a public records request under RCW 42.56.550.

[Statutory Authority: RCW 15.24.070, 15.24.090, 42.56.040 and chapter 34.05 RCW. WSR 19-24-098, § 24-20-080, filed 12/4/19, effective 1/4/20.]

WAC 24-20-090 Records index. The commission shall establish a records index, which shall be made available for public review. The records index may be accessed on the commission's website at www.bestapples.com.

The index includes the following records:

- (1) Washington apple commission statute, chapter 15.24 RCW.
- (2) Washington apple commission rules, Title 24 WAC.
- (3) Commission policy and procedure manuals.

[Statutory Authority: RCW 15.24.070, 15.24.090, 42.56.040 and chapter 34.05 RCW. WSR 19-24-098, § 24-20-090, filed 12/4/19, effective 1/4/20.]