

WAC 34-04-110 Protection of public records. In order to properly protect the public records in the custody of the commission, the following guidelines shall be adhered to by any person inspecting such public records:

(1) No public records shall be removed from the offices of the commission;

(2) Inspection of any public records shall be conducted in the presence of a designated commission employee;

(3) No public records may be marked or defaced in any manner during inspection;

(4) Public records which are maintained in a filed jacket, or in a chronological order, may not be dismantled except for purposes of copying and then only by a designated employee of the commission;

(5) Access to file cabinets, shelves, vaults, etc., is restricted to commission personnel.

[Statutory Authority: RCW 34.04.020, 34.04.060, 42.17.250, 42.17.260 and 42.30.070. WSR 82-20-015 (Order 82-1), § 34-04-110, filed 9/28/82.]