

**WAC 192-02-110 Maintaining a log.** The department must maintain a log of public records requests to include:

- (1) The identity of the requestor if provided by the requestor;
- (2) The date the request was received;
- (3) The text of the original request;
- (4) A description of the records redacted or withheld and the reasons therefor; and
- (5) The date of the final disposition of the request.

[Statutory Authority: RCW 42.56.100, 50.12.010, 50.12.040, 50.13.030, and chapter 50.13 RCW. WSR 20-21-071, § 192-02-110, filed 10/16/20, effective 11/16/20.]