

**WAC 315-12-020 Definitions.** (1) Definitions set forth in chapter 315-02 WAC shall apply to this chapter.

(2) "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 any state or local agency regardless of physical form or characteristic.

(3) "Writing" means handwriting, typewriting, printing, photostating, photographing, and every other means of recording any form of communication or representation, including letters, words, pictures, sounds, or symbols, or combination thereof, and all papers, maps, data processing products, magnetic or paper tapes, photographic films and prints, magnetic or punched cards, discs, drums, and other documents.

(4) "Raw data" means facts, symbols, or observations which have not been processed, edited or interpreted, and are unorganized or unevaluated.

(5) "Information" means raw data that are organized, evaluated or interpreted to impart meaning to potential users and fulfill a recognized need.

(6) "Listing" or "list" means items of any kind including names, words or numbers no matter what the arrangement or purpose. When applied to the release of records, "listing" or "list" means items obtained from one or more source documents and contained in any form of writing or other media.

(7) "Tabulation" means the systematic arrangement of facts, statistics, and similar information, except the names of individuals, in column or table format.

(8) "Individual" means a natural person.

(9) "Commercial purpose" means the use of or the intent to use information contained in a listing to contact or in some way personally affect an individual identified on the list or for the purpose of facilitating the profit expectations of the person(s) who requested or obtained the list.

[Statutory Authority: RCW 67.70.040. WSR 97-07-063, § 315-12-020, filed 3/19/97, effective 4/19/97. Statutory Authority: RCW 42.17.250. WSR 83-13-080 (Order 23), § 315-12-020, filed 6/17/83.]