

**WAC 315-12-080 Requests for public records.** In accordance with requirements of chapter 42.56 RCW that agencies prevent unreasonable invasions of privacy, protect public records from damage or disorganization, and prevent excessive interference with essential functions of the agency, public records may be inspected or copied or copies of such records may be obtained, by members of the public, upon compliance with the following procedures:

(1) A request may be made in writing upon a form prescribed by the director which shall be available at its administrative office. The form may be presented to any member of the director's staff at the administrative office of the director during customary office hours. The request shall include the following information:

(a) The name and address of the person requesting the record.

(b) The time of day and calendar date on which the request was made.

(c) A reference to the requested record as a specific existing identifiable public record.

(d) The purpose for which a list of individuals, if so requested, will be used.

(e) The signature of the requestor.

(2) In all cases in which a member of the public makes a request, it shall be the obligation of the staff member to whom the request is made to assist the member of the public in appropriately identifying the public record requested.

(3) Any persons authorized by law to obtain a list of individuals from public records will be required to complete a statement agreeing not to release or use the information for commercial purposes. One or more requests from the same or associated persons for information regarding individuals shall be treated as a request for a list of individuals.

[Statutory Authority: RCW 67.70.040. WSR 08-11-043, § 315-12-080, filed 5/14/08, effective 6/14/08; WSR 97-07-063, § 315-12-080, filed 3/19/97, effective 4/19/97. Statutory Authority: RCW 42.17.250. WSR 83-13-080 (Order 23), § 315-12-080, filed 6/17/83.]