

**WAC 430-01-070 Responses to public records requests.** In general, the public records officer shall respond within five business days from receipt of a request by doing one or more of the following:

(1) Provide copies of the records requested or make the record available for inspection;

(2) Provide an internet address and link to WSSDA's website where the specific record can be accessed;

(3) Acknowledge that WSSDA received the request and provide a reasonable estimate of the time to fully respond;

(4) Acknowledge that WSSDA received the request and ask the requestor to clarify a request that is unclear, while providing to the greatest extent possible, a reasonable estimate of the time WSSDA needs to respond to the request if it is not clarified;

(5) Deny the request;

(6) When a requestor fails to respond to WSSDA's request for clarification within thirty days and the entire request is unclear, WSSDA may close the request without further response;

(7) When a requestor fails to respond to WSSDA's request for clarification within thirty days and only part of the request is unclear, WSSDA will respond to the portion of the request that is clear and may close the remainder of the request;

(8) In certain cases, WSSDA shall seek a court order enjoining disclosure pursuant to law;

(9) WSSDA shall deny a computer-generated bot request that is one of multiple requests from the requestor within a twenty-four hour period whenever WSSDA establishes that responding to the multiple bot requests would cause excessive interference with WSSDA's other essential functions;

(10) When WSSDA fails to respond in writing within five business days of receipt of the request for disclosure, the requestor can contact the public records officer or executive director to determine the reason for the failure to respond;

(11) When the number of responsive records to a request is voluminous and the time for locating, assembling, or reviewing the records is considerable, the public records officer may choose to respond in installments treating each installment as a separate public records request.

[Statutory Authority: Chapters 28A.345 and 42.56 RCW. WSR 18-09-072, § 430-01-070, filed 4/16/18, effective 5/17/18.]