

**WAC 456-12-055 Public records officer.** (1) The board's executive director is the board's public records officer and is responsible for reviewing requests for public records.

(2) The public records officer will oversee compliance with the act, but a designee may process a request. The public records officer or designee and the board will provide the fullest assistance to requestors; ensure that public records are protected from damage or disorganization; and prevent the fulfilling of public records requests to cause excessive interference with the essential functions of the board.

(3) The board encourages communication with the public records officer if a requestor has not received a response in writing or has questions or concerns about a records request.

[Statutory Authority: RCW 82.03.170. WSR 22-10-099, § 456-12-055, filed 5/4/22, effective 6/4/22; WSR 99-13-098, § 456-12-055, filed 6/15/99, effective 7/16/99.]