

**WAC 456-12-105 Exemptions and denying requests for public records.** (1) The board may determine that all or part of a requested public record is exempt under the Public Records Act, chapter 42.56 RCW, or other law and may not be inspected or copied.

(2) If the board believes that a record or part of a record is exempt from disclosure and should be withheld, the public records officer or designee will state the specific exemption and provide a brief written explanation as to why it is being withheld. If only a portion of a record is exempt from disclosure, the public records officer or designee will redact the exempt portions, provide the non-exempt portions, and indicate to the requestor why portions of the record are being redacted.

(3) The public records officer or designee may give notice to those whose rights may be affected by the disclosure under RCW 42.56.540 before providing the records. Notice should be given to make it possible for those other persons to contact the requestor and ask him or her to revise the request, or, if necessary, to seek an order from a court to prevent or limit the disclosure. The notice to the affected persons will include a copy of the request.

(4) The board is prohibited by statute from disclosing lists of individuals for commercial purposes.

[Statutory Authority: RCW 82.03.170. WSR 22-10-099, § 456-12-105, filed 5/4/22, effective 6/4/22; WSR 99-13-098, § 456-12-105, filed 6/15/99, effective 7/16/99.]