

**WAC 474-01-020 Definitions.** (1) **Public records.** "Public record" includes any writing containing information relating to the conduct of governmental or proprietary function prepared, owned, used or retained by any state or local agency regardless of physical form or characteristics.

(2) **Writing.** "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 paper, maps, magnetic or paper tapes, photographic films and prints, magnetic or punched cards, discs, drums and other documents.

(3) **State treasurer's office.** The state treasurer's office is established by section 1, Article III of the Washington state constitution. The state treasurer's office shall hereinafter be referred to as the "office." Where appropriate, the term state treasurer's office also refers to the staff and employees of the office.

[Order 2, § 474-01-020, filed 7/30/74.]