

**WAC 182-04-025 Response to public records requests.** (1) Except as provided by law, the agency makes public records available following a public records request for inspection, or copying, or both.

(2) The agency provides a written response within five business days of receiving a request for public records.

(a) A business day is 8:00 a.m. to 5:00 p.m., Monday through Friday, excluding Saturday, Sunday, and recognized holidays described in WAC 357-31-005.

(b) The agency treats a request received on a Saturday, Sunday, recognized holiday, or after 5:00 p.m. on any other day as received on the next business day.

(3) When responding to the requestor, the agency's public records officer, or designee:

(a) Provides the requested records;

(b) Acknowledges the request and gives a reasonable estimate of the time needed to provide the records. If the request is not for an identifiable record, the public records officer or designee asks for more information. (See WAC 182-04-027.) If the requestor does not respond to the agency's request for clarification, the public records officer or designee need not respond to the public records request and may consider the request closed; or

(c) Denies all or part of the public records request in writing as required by RCW 42.56.070(1), to include:

(i) The specific exemption authorizing the agency to withhold part or all of the record;

(ii) A brief explanation of how the exemption applies to the records or parts of the records withheld; and

(iii) The right to request agency review of the denial and information about how to make that request.

(4) At the public records officer's discretion, the agency may send the requested records by email, fax, or regular mail. The agency sends the requested records as hard copies or in an electronic format. The agency works with the requestor to send records in a method and format requested by the requestor that is used by the agency.

[Statutory Authority: RCW 41.05.021, 41.05.160 and 2017 c 304. WSR 18-07-067, § 182-04-025, filed 3/16/18, effective 4/16/18. Statutory Authority: RCW 41.05.160, 42.56.040, and 70.02.050. WSR 10-18-051 (Order 10-01), § 182-04-025, filed 8/27/10, effective 9/27/10. Statutory Authority: RCW 41.05.160. WSR 97-21-125, § 182-04-025, filed 10/21/97, effective 11/21/97; Order 01-77, § 182-04-025, filed 8/26/77.]