

**WAC 352-40-080 How do I request copies of state parks' public records?** While not required, using parks' request for public record form, provides the information we need to assist you and provides you with our copy and mailing fees.

(1) The information that we will need is:

(a) The name, address, phone number, and email address (if available) of the person requesting the record;

(b) The date on which the request is made;

(c) A description, with as much detail as you can provide, to help identify the record(s) requested;

(d) A statement that the information will not be used for commercial purposes.

(2) Oral requests will be reduced to writing and provided to the requestor to memorialize the records being requested.

(3) The agency does not distinguish among persons requesting records under the Public Records Act and such persons shall not be required to provide information as to the purpose for the request except to establish whether inspection and copying would violate RCW 42.56.070(9) or other statute that exempts or prohibits disclosure of specific information or records to certain persons.

[Statutory Authority: Chapter 79A.05 RCW. WSR 19-15-137, § 352-40-080, filed 7/23/19, effective 8/23/19. Statutory Authority: RCW 79A.05.030, 79A.05.070, 79A.05.075, chapter 42.56 RCW, RCW 42.56.040 and 42.56.070. WSR 08-24-005, § 352-40-080, filed 11/20/08, effective 12/21/08. Statutory Authority: RCW 79A.05.030, 79A.05.070, 79A.05.075, and chapter 42.17 RCW. WSR 03-11-068, § 352-40-080, filed 5/19/03, effective 6/19/03; Order 15, § 352-40-080, filed 7/25/73.]