

**WAC 390-14-025 How do I make a public records request for commission records under the Public Records Act? (1) Making a public records request.** You may make a request to inspect or copy public records in person by completing the public records request form, or by sending the form or a letter, fax or email to the public records officer.

The commission office is located at 711 Capitol Way, Room 206, Evergreen Plaza Building, Olympia, Washington. The mailing address is: Public Disclosure Commission, P.O. Box 40908, Olympia, Washington 98504-0908. Telephone number: 360-753-1111. Toll-free telephone number: 1-877-601-2828. Facsimile number: 360-753-1112. Email: pdc@pdc.wa.gov. Mark your request to the attention of the public records officer. Include contact information such as your name, address, email address and telephone number, or other contact information. Your request must identify the public records requested, the date of your request, and describe whether you want copies or if you want only to inspect the records.

(2) **Form.** A public records request form is available for you at the commission office and online at [www.pdc.wa.gov](http://www.pdc.wa.gov).

(3) **Email requests.**

(a) Send your email request to [pdc@pdc.wa.gov](mailto:pdc@pdc.wa.gov). Do not send your request to other commission email addresses. This procedure helps the agency see your request so it can respond timely. Include the information described in subsection (1) of this section. Email requests sent to agency email addresses other than [pdc@pdc.wa.gov](mailto:pdc@pdc.wa.gov) will not be considered a public records request under chapter 42.56 RCW but will be responded to as an informal routine inquiry or a general request for information.

(b) Public records requests received via email after regular business hours or on nonbusiness days will be considered received the next business day.

(4) **Making oral requests.** To avoid misunderstandings about what records you seek, you are strongly encouraged to make a public records request in writing. If you make an oral request, the public records officer will ask you to confirm it before beginning to process it. Your request will be processed after the agency verifies your request in writing.

(5) **Records posted on the commission website.** You are strongly encouraged to review the commission's website at [www.pdc.wa.gov](http://www.pdc.wa.gov) prior to making a request to see if the records you seek are already posted.

(6) **Assistance.** Whenever you request assistance in making a public records request, the public records officer will assist you in identifying the appropriate public record.

[Statutory Authority: RCW 42.17A.110(1), 42.56.040 (1)(d), and 42.56.120 as amended by 2017 c 304 § 3. WSR 18-04-106, § 390-14-025, filed 2/6/18, effective 3/9/18. Statutory Authority: RCW 42.56.100, 42.56.040, and 42.17A.110. WSR 12-18-015, § 390-14-025, filed 8/24/12, effective 9/24/12. Statutory Authority: RCW 42.17A.110. WSR 12-03-002, § 390-14-025, filed 1/4/12, effective 2/4/12. Statutory Authority: RCW 42.17.370(1). WSR 02-03-018, § 390-14-025, filed 1/4/02, effective 2/4/02; WSR 99-12-059, § 390-14-025, filed 5/27/99, effective 6/27/99; WSR 85-15-020 (Order 85-03), § 390-14-025, filed 7/9/85; Order 64, § 390-14-025, filed 11/25/75; Order 62, § 390-14-025, filed 8/26/75.]