

WAC 430-01-130 Protection of public records. In order to adequately protect WSSDA's public records, requestors must comply with the following requirements while inspecting public records:

(1) Requestors may not remove any public record from WSSDA's premises.

(2) Requestors must have a designated WSSDA employee present while inspecting a public record.

(3) Requestors may not mark or deface a public record in any manner during inspection.

(4) Requestors may not dismantle public records that are maintained in a file or jacket, or in chronological or other filing order, or those records that, if lost or destroyed, would constitute excessive interference with WSSDA's essential functions.

(5) Access to agency file cabinets, shelves, vaults, or other storage areas is restricted to agency personnel, unless other arrangements are made with the public records officer or designee.

[Statutory Authority: Chapter 42.56 RCW. WSR 23-17-044, § 430-01-130, filed 8/9/23, effective 9/9/23.]