

WAC 504-45-010 Authority and purpose. (1) RCW 42.56.070(1) requires each agency to make available for inspection and copying non-exempt "public records" in accordance with published rules. The act defines "public record" to include any "writing containing information relating to the conduct of government or the performance of any governmental or proprietary function prepared, owned, used, or retained" by the agency. RCW 42.56.070(2) requires each agency to set forth "for informational purposes" every law, in addition to the Public Records Act, that exempts or prohibits the disclosure of public records held by that agency.

(2) The purpose of these rules is to establish the procedures Washington State University is to follow in order to provide full access to public records. Washington State University is hereinafter referred to as the "university." Where appropriate, the term university also refers to the staff and employees of Washington State University. These rules provide information to persons wishing to request access to public records of the university and establish processes for both requestors and university staff that are designed to best assist members of the public in obtaining such access.

(3) The purpose of the act is to provide the public full access to information concerning the conduct of government, mindful of individuals' privacy rights and the desirability of the efficient administration of government. The act and these rules are interpreted in favor of disclosure. In carrying out its responsibilities under the act, the university is guided by the provisions of the act describing its purposes and interpretation.

[Statutory Authority: RCW 28B.30.150. WSR 17-23-138, § 504-45-010, filed 11/20/17, effective 12/21/17; WSR 07-04-027, § 504-45-010, filed 1/29/07, effective 3/1/07.]