

**WAC 162-04-035 Processing of public records requests—Electronic record.** (1) **Requesting electronic records.** The process for requesting electronic public records is the same as for requesting paper public records.

(2) **Providing electronic records.** When a requestor requests records in an electronic format, the public records officer designee will provide the nonexempt records or portions of such records that are reasonably locatable in an electronic format that is used by the human rights commission and is generally commercially available, or in a format that is reasonably translatable from the format in which the agency keeps the record. Costs for providing electronic records are governed by WAC 162-04-037. The fee schedule is available at 711 S. Capitol Way, Ste. 402, P.O. Box 42490, Olympia, Washington 98504 and [www.hum.wa.gov](http://www.hum.wa.gov).

(3) **Customized electronic access services.** While not required, and with the consent of the requestor, the human rights commission may decide to provide customized electronic access services and assess charges under RCW 42.56.120 (2)(f). A customized service charge applies only if the human rights commission estimates that the request would require the use of information technology expertise to prepare data compilations, or provide customized electronic access services when such compilations and customized access services are not used by the agency for other purposes. The human rights commission may charge a fee consistent with RCW 42.56.120 (2)(f) for such customized access.

[Statutory Authority: RCW 42.56.120 and 42.56.040. WSR 21-18-025, § 162-04-035, filed 8/23/21, effective 9/23/21. Statutory Authority: RCW 49.60.120(3). WSR 89-23-019, § 162-04-035, filed 11/7/89, effective 12/8/89.]