WAC 173-03-060  Requests for public records. All requests under the Public Records Act to inspect or copy public records shall be in writing and directed to the agency public records officer at the email address or mailing address set forth in WAC 173-03-030(3) or via on-line submission on ecology's website if available. The request shall include the following information:

(1) The requestor's name, email address or mailing address, and telephone number; and

(2) A request for identifiable records. An identifiable public record is one for which the requestor has given a reasonable description enabling ecology to locate the requested record(s).