

WAC 173-03-100 Protection of public records. In order to adequately protect ecology's public records, requestors must comply with the following guidelines while inspecting public records:

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

(2) Requestors must have a designated ecology 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 which are maintained in a file or jacket, or in chronological or other filing order, or those records which, if lost or destroyed, would constitute excessive interference with ecology's essential functions.

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

[Statutory Authority: RCW 42.56.100. WSR 17-23-098 (Order 16-14), § 173-03-100, filed 11/15/17, effective 12/16/17. Statutory Authority: RCW 42.17.250. WSR 98-16-052 (Order 98-12), § 173-03-100, filed 7/31/98, effective 8/31/98. Statutory Authority: RCW 42.17.250 - 42.17.340 and 1992 c 139. WSR 92-20-116 (Order 92-37), § 173-03-100, filed 10/7/92, effective 11/7/92. Statutory Authority: RCW 43.17.060 and 42.17.260. WSR 90-21-119 (Order 90-37), § 173-03-100, filed 10/23/90, effective 11/23/90. Statutory Authority: RCW 42.17.250 - 42.17.340. WSR 78-02-041 (Order DE 77-35), § 173-03-100, filed 1/17/78.]