

**WAC 294-04-050 Requests for public records.** Public records may be inspected or copied or copies of such records may be obtained consistent with chapter 42.17 RCW (unreasonable invasions of privacy, protection from damage/disorganization, and excessive interference) by members of the public, upon compliance with the following procedures:

(1) A request shall be made in writing which shall be presented to the commission staff. The request shall include the following information:

(a) The name of the person requesting the record;

(b) The time of day and calendar date on which the request was made;

(c) The nature of the request;

(d) A reference to the requested record as it is described in any current index, if the matter requested is referenced within indexes;

(e) An appropriate description of the record requested, if the requested matter is not identifiable in the indexes.

(2) In all cases in which a member of the public is making a request, it shall be the obligation of the commission staff to assist in appropriately identifying the public record requested.

(3) Commission staff shall respond to a request in a reasonable period of time, taking into account the nature and number of documents requested.

[Statutory Authority: Chapter 90.61 RCW and RCW 42.17.250. WSR 97-02-002, § 294-04-050, filed 12/19/96, effective 1/19/97.]