

WAC 388-01-090 When and how must DSHS respond to a public record request? (1) Within five business days after DSHS receives a public record request, DSHS must:

- (a) Produce responsive public records;
 - (b) Acknowledge receipt of the request and provide an estimated date for first response;
 - (c) Provide an internet address and link to the specific records requested;
 - (d) Seek clarification of an unclear request; or
 - (e) Deny the request in writing, noting the reason(s) for denial.
- (2) DSHS may produce records in installments, as appropriate.
- (3) A request received after office hours will be considered to have been received on the following business day.

[Statutory Authority: RCW 42.56.040. WSR 23-19-028, § 388-01-090, filed 9/12/23, effective 10/13/23; WSR 18-05-021, § 388-01-090, filed 2/9/18, effective 3/12/18. Statutory Authority: RCW 42.17.250 and 34.05.220. WSR 99-15-065, § 388-01-090, filed 7/19/99, effective 8/19/99.]