

WAC 463-06-080 Contents of requests for public records. Chapter 42.17 RCW requires the council to prevent invasions of privacy, protect public records from damage or disorganization, prevent excessive interference with its essential functions, and prevent unreasonable disruptions of operations. Accordingly, the public may inspect and copy public records upon compliance with the following procedures:

(1) A member of the public who seeks a public record shall make a written request. The purpose of requiring written requests is to assist the council in tracking, managing and responding to the request in a timely and orderly fashion.

(2) No particular form of writing is required so long as the request complies with WAC 463-06-060 and contains the following information:

(a) Name, mailing address, and telephone number of the requesting party;

(b) The date on which the written request is made;

(c) Identification of the record requested with sufficient particularity that the council can identify the record and make it available. Such identifying information should, if possible, include the title, subject matter, and date of the record;

(d) A signed statement that the records will not be used for commercial purposes if a list of individuals is being requested, or for any use prohibited by law; and

(e) A prominent statement that the request is being made pursuant to chapter 42.17 RCW and these regulations.

(3) To facilitate processing the request, the requesting party should also include:

(a) Either a fax number or an email address or both.

(b) A reference to the record as it is described in the current public record index maintained by the council.

[Statutory Authority: RCW 80.50.040 (1) and (12). WSR 04-21-013, § 463-06-080, filed 10/11/04, effective 11/11/04; Order 103, § 463-06-080, filed 11/4/76. Formerly WAC 463-20-070.]