

WAC 478-276-080 Requests for public records. All requests under the Public Records Act to inspect or copy public records shall be in writing and shall be directed to the university's public records officer at the email address, street address, or facsimile number set forth in WAC 478-276-140. The request shall include the following information:

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

(2) A request for identifiable public records.

An identifiable public record is one for which the requestor has given a reasonable description enabling the university to locate the requested record.

[Statutory Authority: RCW 28B.20.130 and chapter 42.56 RCW. WSR 13-05-073, § 478-276-080, filed 2/19/13, effective 3/22/13. Statutory Authority: RCW 28B.20.130, 2005 c 274, and Executive Order 97-02. WSR 06-17-131, § 478-276-080, filed 8/22/06, effective 9/22/06. Statutory Authority: RCW 28B.20.130, 42.17.260, 42.17.290, 42.17.300 and chapter 34.05 RCW. WSR 01-11-136, § 478-276-080, filed 5/23/01, effective 6/23/01; WSR 97-14-004, § 478-276-080, filed 6/19/97, effective 7/20/97. Statutory Authority: RCW 28B.20.130. WSR 91-10-031, § 478-276-080, filed 4/24/91, effective 5/25/91. Statutory Authority: RCW 28B.20.130(1). WSR 81-20-049 (Order 81-2), § 478-276-080, filed 10/2/81; Order 73-5, § 478-276-080, filed 5/29/73.]