

WAC 365-10-050 Request for public records. (1) Any person wishing to inspect or copy public records of the department may submit the request in writing to the department, attn. Public Disclosure Officer or via email at publicdisclosure@commerce.wa.gov. The department's current mailing address can be found in WAC 365-04-030. The request should include the following information:

- (a) Name of requestor;
- (b) Address of requestor;
- (c) Other contact information, including telephone number and email address;
- (d) Identification of the public records sought adequate for the public disclosure officer to locate the records; and
- (e) The date and time of day of the request.

(2) The public disclosure officer may accept public records requests by telephone or in person during the department's normal business hours. However, the requesting party may be asked to submit the request in writing or the public disclosure officer may confirm receipt of the request and restate the substance of the request in writing.

(3) Nothing in this chapter shall be construed to require the department to compile statistics or other information from material contained in public records, where doing so would unduly interfere with other essential functions of the department and is not required for litigation by rules of pretrial discovery.

(4) Requests must be for identifiable records. A request for all, or substantially all, of the department's public records is not a valid request.

[Statutory Authority: Chapters 42.56 and 43.330 RCW. WSR 17-24-060, § 365-10-050, filed 12/4/17, effective 1/4/18; WSR 17-13-124, § 365-10-050, filed 6/21/17, effective 7/22/17.]