

**WAC 388-01-100 When may DSHS need to extend the time to respond to a public record request?** (1) DSHS may extend its estimated response time to:

- (a) Locate and gather responsive records;
  - (b) Notify an individual or organization identified in the records or affected by the request;
  - (c) Determine whether requested records are exempt and whether all or part of the records may be released;
  - (d) Contact the requester to clarify the intent, scope, or specifics of the request.
- (2) If a requester does not clarify an unclear request under subsection (1)(d) of this section, DSHS does not have to respond to the unclear parts of the request.

[Statutory Authority: RCW 42.56.040. WSR 23-19-028, § 388-01-100, filed 9/12/23, effective 10/13/23; WSR 18-05-021, § 388-01-100, filed 2/9/18, effective 3/12/18. Statutory Authority: RCW 42.17.250 and 34.05.220. WSR 99-15-065, § 388-01-100, filed 7/19/99, effective 8/19/99.]