

**WAC 143-06-080 Requests for public records.** Public records may be inspected or copied or copies of such records may be obtained, by members of the public, upon compliance with the following procedures:

(1) A request shall be made in writing upon a form prescribed by the department which shall be available at its administrative office. The form shall be presented to the public records officer; or to any member of the department's administrative office, if the public records officer is not available, at the administrative office of the department during customary office hours. The request shall include the following information:

(a) The name of the person requesting the record

(b) The time of day and calendar date on which the request was made

(c) The nature of the request

(d) If the matter requested is referenced within the current index maintained by the records officer, a reference to the requested record as it is described in such current index

(e) An appropriate description of the record is requested.

(2) In all cases in which a member of the public is making a request, it shall be the obligation of the public records officer or staff member to whom the request is made to assist the member of the public in appropriately identifying the public record requested.

[Statutory Authority: Chapter 42.17 RCW. WSR 88-21-029 (Order 88-1), § 143-06-080, filed 10/11/88. Statutory Authority: Chapter 43.105 RCW. WSR 81-07-004 (Order 004), § 143-06-080, filed 3/6/81; Order 0002, § 143-06-080, filed 9/12/73.]