

**WAC 374-20-040 Public records available.** (1) **Times for inspection of records.** Public records are available for inspection and copying during agency business hours of Monday through Friday, 8:00 a.m. to 5:00 p.m., excluding legal holidays. Records must be inspected at the office of the agency. Many public records are also available for inspection and copying on the agency's website at any time, at no cost.

(2) **Records index.** An index of public records, as described in WAC 374-20-050, is available for use by members of the public. The index may be accessed online at [www.plia.wa.gov](http://www.plia.wa.gov).

(3) **Organization of records.** The agency will maintain its records in a reasonably organized manner. The agency will take reasonable actions to protect records from damage and disorganization. A requestor shall not take agency records from the agency's office without the permission of the public records officer or designee. A variety of records are available on the agency's website at [www.plia.wa.gov](http://www.plia.wa.gov). Requestors are encouraged to view the documents available on the website before submitting a records request.

(4) **No duty to create records.** The agency is under no obligation to create a new public record to satisfy a records request. Translating a record into an alternative electronic format at the request of a requestor does not constitute a new public record. Scanning paper copies to make electronic copies is a method of copying paper records and does not create a new public record.

[Statutory Authority: Chapter 42.56 RCW. WSR 20-02-005, § 374-20-040, filed 12/18/19, effective 1/18/20. Statutory Authority: RCW 42.17.250. WSR 90-14-019 (Order 90-4), § 374-20-040, filed 6/27/90, effective 7/28/90.]