

**WAC 392-105-020 Agency description—Contact information—Public records officer.** (1) The office of superintendent of public instruction is an agency headed by the superintendent of public instruction, a constitutional officer of the state charged with supervision over all matters pertaining to public schools. The powers and duties of the superintendent and the agency are described in Title 28A RCW.

(2) The superintendent of public instruction's administrative offices are located at: Old Capitol Building, 600 Washington Street S.E., Olympia, WA 98504.

(3) The superintendent of public instruction's public records officer may be contacted at the following mailing address, telephone number, or email address:

Public Records Officer  
Office of the Superintendent of Public Instruction  
P.O. Box 47200  
Olympia, WA 98504-7200  
360-725-6372  
publicrecordsrequest@k12.wa.us

Information and records are also available at the superintendent of public instruction website at [www.k12.wa.us](http://www.k12.wa.us).

(4) The public records officer will oversee compliance with the act, but another agency staff member may process the request. Therefore, these rules will refer to the public records officer or designee. The public records officer or designee and the agency will provide the fullest assistance to requestors and prevent fulfilling public records requests from causing excessive interference with the agency's essential functions.

[Statutory Authority: RCW 28A.300.040 and 2017 c 304. WSR 18-13-060, § 392-105-020, filed 6/14/18, effective 7/15/18. Statutory Authority: RCW 42.17.250 through [42.17].320. WSR 92-10-016 (Order 92-04), § 392-105-020, filed 4/28/92, effective 5/29/92. Statutory Authority: RCW 42.17.250 and 42.17.260. WSR 80-05-034 (Order 80-5), § 392-105-020, filed 4/15/80; Order 7-75, § 392-105-020, filed 12/22/75. Formerly WAC 392-12-010 (part).]