

**WAC 430-01-040 Access to public records. (1) Making requests for public records.**

(a) Any person wishing to inspect or copy public records of the agency must make the request in writing on WSSDA's request form or through the online portal located on WSSDA's website, or by letter addressed to the public records officer at the address listed in WAC 430-01-050(3), or by email to the public records officer at the email address listed in WAC 430-01-050(3), or by submitting the request in person at the address listed in WAC 430-01-050(3), and must include the following information:

- (i) Name of requestor;
- (ii) Address of requestor;
- (iii) Other contact information, including telephone number and any email address;
- (iv) Identification of the public records adequate for the public records officer or designee to locate the records; and
- (v) The date and time of day of the request.

(b) If the requestor wishes to have copies of the records made instead of simply inspecting them, they should so indicate and make arrangements to pay for copies of the records or a deposit in accordance with the allowable costs under WAC 430-01-090.

(c) A records request form is available for use by requestors at the WSSDA office and online at [www.wssda.org](http://www.wssda.org).

(d) The public records officer or designee may accept requests for public records that contain the above information by telephone or in person. If the public records officer or designee accepts such a request, they will confirm receipt of the information and the substance of the request in writing.

(2) **Hours for inspection of public records.** Public records are available for inspection and copying during WSSDA normal business hours, Monday through Friday, 8:00 a.m. to 5:00 p.m., excluding legal holidays. Records must be inspected at the WSSDA office. Many public records are also available for inspection and copying on the WSSDA website, [www.wssda.org](http://www.wssda.org), at any time, at no cost.

(3) **Organization of public records.** WSSDA will maintain its records in a reasonably organized manner. WSSDA will take reasonable actions to protect records from damage or disorganization. When inspecting records in person, a requestor must comply with the protection requirements of WAC 430-01-130 and must make reasonable efforts to maintain the organization of the public records.

[Statutory Authority: Chapter 42.56 RCW. WSR 23-17-044, § 430-01-040, filed 8/9/23, effective 9/9/23. Statutory Authority: Chapters 28A.345 and 42.56 RCW. WSR 18-09-072, § 430-01-040, filed 4/16/18, effective 5/17/18.]