

AMENDATORY SECTION (Amending WSR 20-21-071, filed 10/16/20, effective 11/16/20)

**WAC 192-02-060 Making a request for public records.** (1) To request access to public records of the department, or seek assistance in making such a request, contact the public records officer at:

Public Records Officer  
P.O. Box 9046  
Olympia, WA 98507-9046  
Phone: 1-844-766-8930  
Email: recordsdisclosure@esd.wa.gov

(2) Any person wishing to inspect or copy public records of the department shall make the request in writing to the public records officer through one of the following:

- (a) On the department's request form;
- (b) Through an online portal designated by the department for this purpose;
- (c) By letter mailed to the address listed in subsection (1) of this section;
- (d) By email sent to the address listed in subsection (1) of this section; or
- (e) By submitting the request in person at the address provided on the department's website.

(3) Public records request should include:

- (a) The name of requestor;
- (b) ~~((The address of requestor;~~
- ~~(e-))~~ Other contact information, including telephone number and any email address;
- ~~((d-))~~ (c) Identification of the public records adequate for the public records officer to locate the records; and
- ~~((e-))~~ (d) The date and time of day of the request.

(4) If the requestor wishes to have copies of the records made instead of simply inspecting them, the requestor should so indicate and make arrangements to pay for copies of the records or a deposit.

(5) A records request form is available for use by requestors at the office of the public records officer and online at the department's website.

(6) If requestors refuse to identify themselves or provide sufficient contact information, the department will respond to the extent feasible and consistent with the law.

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**WAC 192-02-130 Denials of requests.** (1) A denial of a request for records will be accompanied by a written statement of the specific reasons therefor.

(2) If the department denies a requestor access to public records, the requestor may petition in writing to the public records officer for a review of that decision. The petition shall include a copy of or reasonably identify the written statement denying the request.

(3) The department shall promptly review a petition to review a denial of a public records request and either affirm or reverse the denial within two business days following the department's receipt of the petition or within such other time as the department and the requestor mutually agree to.

(4) If the department denies a requestor access to public records because it claims the record is exempt in whole or in part from disclosure, the requestor may request the attorney general's office to review the matter, pursuant to RCW 42.56.530. The attorney general has adopted rules on such requests in WAC 44-06-160.

~~((3))~~ (5) Any person may obtain court review of denials of public records requests pursuant to RCW 42.56.550.