

Chapter 323-10 WAC

PUBLIC RECORDS

WAC

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WAC 323-10-010 Purpose. The purpose of this chapter shall be to ensure compliance by the military department, state of Washington with the provisions of chapter 1, Laws of 1973 (Initiative 276), Disclosure—Campaign finances—Lobbying—Records; and in particular with sections 25-32 of that act, dealing with public records.

[§ 323-10-010, filed 2/13/74.]

WAC 323-10-020 Definitions. (1) Public records
"Public record" includes any writing containing information relating to the conduct of government or the performance of any governmental or proprietary function prepared, owned, used or retained by any state or local agency regardless of physical form or characteristics.

(2) Writing

"Writing" means handwriting, typewriting, printing, photostating, photographing, and every other means of recording any form of communication or representation, including letters, words, pictures, sounds; or symbols, or combination thereof, and all papers, maps, magnetic or paper tapes, photographic films and prints, magnetic or punched cards, discs, drums and other documents.

(3) Military department

The military department is the agency established by law pursuant to the provisions of Title 38 RCW. The military department shall hereinafter be referred to as the "agency." Where appropriate, the term "agency" also refers to the staff and employees of the military department.

[§ 323-10-020, filed 2/13/74.]

WAC 323-10-030 Description of central and field organization of the military department. The military department is a public safety agency. The administrative office of the agency and its staff are located at Camp Murray, Tacoma, Washington. In addition to the headquarters, the agency has in excess of forty facilities located throughout the state in the form of armories, shops, aircraft facilities and vehicle storage buildings.

(12/31/73)

[§ 323-10-030, filed 2/13/74.]

WAC 323-10-040 Operations and procedures. The military department is the National Guard Headquarters for all Army and Air National Guard units in the state of Washington. The National Guard is that part of the military force of the state that is organized, equipped and federally recognized under the provisions of The National Defense Act of the United States. The National Guard is administered by the governor as "commander-in-chief," through the adjutant general pursuant to general state laws and consistent with federal regulations.

[§ 323-10-040, filed 2/13/74.]

WAC 323-10-050 Public records available. All public records of the agency, as defined in WAC 323-010-020, are deemed to be available for public inspection and copying pursuant to these rules, except as otherwise provided by section 31, chapter 1, Laws of 1973, WAC 323-010-090, and any applicable federal law or regulation.

[§ 323-10-050, filed 2/13/74.]

WAC 323-10-060 Public records officer. The agency's public records shall be in charge of the public records officer designated by the agency. The person so designated shall be located in the administrative office of the agency. The public records officer shall be responsible for the following: The implementation of the agency's rules and regulations regarding release of public records, coordinating the staff of the agency in this regard, and generally insuring compliance by the staff with the public records disclosure requirements of chapter 1, Laws of 1973, and any other applicable law or regulation.

[§ 323-10-060, filed 2/13/74.]

WAC 323-10-070 Office hours. Public records shall be available for inspection and copying during the customary office hours of the agency. For the purposes of this chapter, the customary office hours shall be from 9:00 a.m. to noon and from 1:00 p.m. to 4:00 p.m., Monday through Friday, excluding legal holidays.

[§ 323-10-070, filed 2/13/74.]

WAC 323-10-080 Requests for public records. In accordance with requirements of chapter 1, Laws of 1973 that agencies prevent unreasonable invasion of privacy, protect public records from damage or disorganization, and prevent excessive interference with essential functions of the agency, public records may be inspected or copied or copies of such records may be obtained, at designated agency locations, by members of the public upon compliance with the following procedures:

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- Mailing Address of Applicant
- Telephone number
- (b) Date Request Made
- Time of Day Request Made
- (c) Nature of Request
-
- (d) Identification Reference on Current Index
-
- (e) Description of record or matter requested if not identifiable by reference to any Washington state military department current index
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Request:
 Approved By
 Date Public Records Officer

Denied:
 Date
 Reasons for Denial:

Referred to By
 Public Records Officer

[Form—Appendix A (codified as WAC 323-10-900), filed 2/13/74, effective 3/1/74.]