

Chapter 390-13 WAC

GENERAL PROVISIONS RELATING TO PUBLIC RECORDS OF STATE AND LOCAL AGENCIES

WAC

390-13-100 Duties of elections officials receiving copies of campaign finance reports.

**DISPOSITION OF SECTIONS FORMERLY
CODIFIED IN THIS CHAPTER**

390-13-010 Optional format for requests for lists of individuals. [Statutory Authority: RCW 42.17A.110, 12-03-002, § 390-13-010, filed 1/4/12, effective 2/4/12. Statutory Authority: RCW 42.17.370(1), 02-03-018, § 390-13-010, filed 1/4/02, effective 2/4/02; 00-22-057, § 390-13-010, filed 10/27/00, effective 11/27/00; 96-05-001, § 390-13-010, filed 2/7/96, effective 3/9/96; 83-11-004 (Order 83-01), § 390-13-010, filed 5/6/83.] Repealed by 12-18-015, filed 8/24/12, effective 9/24/12. Statutory Authority: RCW 42.56.100, 42.56.040, and 42.17A.-110.

(3) A description of the county's method of filing and indexing campaign finance reports shall be updated and sent to the public disclosure commission within thirty days of a revision to the filing and indexing system.

[Statutory Authority: RCW 42.17.370(1), 10-20-011, § 390-13-100, filed 9/24/10, effective 10/25/10; 02-03-018, § 390-13-100, filed 1/4/02, effective 2/4/02; 98-12-038, § 390-13-100, filed 5/28/98, effective 6/28/98; 85-15-020 (Order 85-03), § 390-13-100, filed 7/9/85; 83-17-138 (Order 83-02), § 390-13-100, filed 8/24/83.]

WAC 390-13-100 Duties of elections officials receiving copies of campaign finance reports. (1) Pursuant to RCW 42.17.375, when arranging, indexing, handling and providing access to reports filed with the county as required by chapter 42.17 RCW prior to June 10, 2010, county election officers shall adhere to the following:

(a) Each report on receipt shall be marked with the date (or some means of determining the date) the report was post-marked and/or the date on which it was received by the elections office.

(b) Files for these reports shall be maintained separate from all other reports and documents in the office and shall be arranged alphabetically by the name of the candidate or committee. Elections officers may segregate files into additional categories, if desired.

(c) Files may be maintained in paper or electronic form or on micrographics. If files are maintained in electronic form or on micrographics, equipment for viewing and reproducing reports on paper must be made available to the public.

(d) A separate, special index shall be maintained showing the name of each candidate or committee for whom reports are on file. The index need not list each report subsequently filed. The index shall be readily available for public inspection.

(e) Reports shall be placed in the files and available for public inspection by the end of the next business day following receipt.

(f) Mindful that the public's right to know of the financing of political campaigns is paramount, elections officials shall give priority attention to and promptly honor each request for public inspection of the campaign finance report files.

(2) Copies of reports must be maintained by elections officers for a period of at least six years, in accordance with RCW 42.17.450, and records retention schedules prepared pursuant to chapter 40.14 RCW.