Chapter 287-02 WAC
PUBLIC RECORDS

WAC 287-02-010  Purpose. The purpose of this chapter shall be to ensure compliance by the state investment board with the provisions of chapter 42.17 RCW dealing with public records.

[Statutory Authority: RCW 34.04.020(2), 42.17.250 and 42.17.260. WSR 81-23-012 (Order 81-1), § 287-02-010, filed 11/10/81.]

WAC 287-02-020  Definitions. The following definitions shall apply to this chapter:

(1) "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" 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 of paper tapes, photographic films and prints, magnetic or punched cards, discs, drums, and other documents.

(3) "State investment board" means the board established by chapter 3, Laws of 1981. The state investment board shall hereinafter be referred to as "the board." Where appropriate, the term state investment board also refers to the staff and employees of the board.

[Statutory Authority: RCW 34.04.020(2), 42.17.250 and 42.17.260. WSR 81-23-012 (Order 81-1), § 287-02-020, filed 11/10/81.]

WAC 287-02-030  Description of central and field organization of the state investment board. The state investment board is a state agency empowered to perform all duties prescribed by law with respect to the investment of trust and public funds. The administrative offices of the state investment board and its staff are located at 2100 Evergreen Park Drive S.W., Olympia, Washington.

[Statutory Authority: RCW 43.33A.010 - [43.33A.230. WSR 04-03-114, § 287-02-030, filed 1/21/04, effective 2/21/04. Statutory Authority: RCW 34.04.020(2), 42.17.250 and 42.17.260. WSR 81-23-012 (Order 81-1), § 287-02-030, filed 11/10/81.]

WAC 287-02-040  Operations and procedures. The state investment board is charged with the duty to invest certain trust and public funds, as set forth in RCW 43.84.150, and chapter 3, Laws of 1981. The board shall meet at least quarterly, at times and locations determined by the board, in order to perform its duties. All such meetings will comply with the Open Meetings Act.

[Statutory Authority: RCW 34.04.020(2), 42.17.250 and 42.17.260. WSR 81-23-012 (Order 81-1), § 287-02-040, filed 11/10/81.]

WAC 287-02-050  Public records officer. The state investment board's public records shall be in the 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 state investment board's rules and regulations regarding release of public records, coordinating the staff of the committee in this regard and generally insuring compliance by the staff with the public records disclosures requirements of chapter 42.17 RCW.

[Statutory Authority: RCW 34.04.020(2), 42.17.250 and 42.17.260. WSR 81-23-012 (Order 81-1), § 287-02-050, filed 11/10/81.]

WAC 287-02-060  Office hours. Public records shall be available for inspection and copying during the customary office hours of the state investment board. For the purposes of this chapter, the customary office hours shall be from 8:00 a.m. to 5:00 p.m., Monday through Friday excluding legal holidays.

[Statutory Authority: RCW 34.04.020(2), 42.17.250 and 42.17.260. WSR 81-23-012 (Order 81-1), § 287-02-060, filed 11/10/81.]

WAC 287-02-070  Requests for public records. In accordance with requirements of chapter 42.17 RCW that agencies prevent unreasonable invasions 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, by members of the public, upon compliance with the following procedures:

(1) A request shall be made in writing upon a form prescribed by the state investment board which shall be available at its administrative office. The form shall be presented to the public records officer, or to any member of the board's staff, if the public records officer is not available at the administra-
the right to determine that a public record requested in accor-

denial. In any case, the request

tutive director shall immediately consider the matter and

tuted or accompanied the denial.

the public records officer or other staff member which consti-
ten request shall specifically refer to the written statement by

This charge is the amount necessary to reimburse the board
for copying public records not to exceed 50 cents per page.

WAC 287-02-100 Exemptions. (1) The board reserves
the right to determine that a public record requested in accor-
dance with the procedures outlined in WAC 287-02-080 is
exempt under the provisions of RCW 42.17.310.

In all cases in which a member of the public is mak-
ing a request, it shall be the obligation of the public records
officer or staff member to whom the request is made to assist
the member of the public in appropriately identifying the
public record requested.

WAC 287-02-140 Adoption of form. The board hereby
adopts for use by all persons requesting inspection and/or
copying or copies of its records, the form set out below enti-
ted "Request for public record."

(1) The name of the person requesting the record;
(b) The time of day and calendar date on which the
request was made;
(c) The nature of the request;
(d) If the matter requested is referenced within the cur-
rent index maintained by the records officer, a reference to
the requested record as it is described in such current index;
(e) If the requested matter is not identifiable by reference
to the board’s current index, and appropriate description of
the record requested.

(2) In all cases in which a member of the public is mak-
ing a request, it shall be the obligation of the public records
officer or other staff member denying the request

[Statutory Authority: RCW 34.04.020(2), 42.17.250 and 42.17.260. WSR
81-23-012 (Order 81-1), § 287-02-110, filed 11/10/81.]

WAC 287-02-130 State investment board address.

All communications with the board including but not limited
to the submission of materials pertaining to its operations
and/or the administration or enforcement of chapter 42.17
RCW and these rules, requests for copies of the board’s deci-
sions and other matters, shall be addressed as follows: State
Investment Board, c/o Public Records Officer, 2100 Ever-
green Park Drive S.W., P.O. Box 40916, Olympia, Washing-
ton 98504-0916.

[Statutory Authority: RCW 43.33A.010 - [43.33A.]230. WSR 04-05-114, §
287-02-130, filed 1/21/04, effective 2/21/04. Statutory Authority: RCW
34.04.020(2), 42.17.250 and 42.17.260. WSR 81-23-012 (Order 81-1), §
287-02-110, filed 11/10/81.]
REQUEST FOR PUBLIC RECORD

Name of Requestor:
Address: Phone:
Date of Request: Time of Request:
Nature of Request:
   1. Index Reference
   2. If not identifiable by reference to the index, then
describe the document(s) in detail

Signature

For Office Use Only:

Record

(1) Request Record Withheld
    Granted □ Withheld □ In Part □

(2) If withheld, name the exemption contained in RCW
    42.17.310, which authorizes the withholding of the
    record or part of record.

(3) If withheld, briefly explain how the exemption
    applies to the record withheld.

(4) If request granted, time . . . . . ., day . . . . . .

[Statutory Authority: RCW 34.04.020(2), 42.17.250 and 42.17.260. WSR
81-23-012 (Order 81-1), § 287-02-140, filed 11/10/81.]