Chapter 304-20 WAC

STATE LIBRARY PUBLIC RECORDS—GENERAL POLICY

WAC 304-20-005 State library public records—General policy.

WAC 304-20-010 Availability of records.

WAC 304-20-050 Fees.

WAC 304-20-060 Exemptions.

WAC 304-20-065 Response to requests for public records.

WAC 304-20-070 Review of denial of request.

WAC 304-20-080 Records index.

DISPOSITION OF SECTIONS FORMERLY CODIFIED IN THIS CHAPTER


(5/9/00)
vacy protected by chapter 1, Laws of 1973. The public records officer will fully justify such deletion in writing.

(4) All denials of requests for public records must be accompanied by a written statement specifying the reason for the denial, including a statement of the specific exemption authorizing the withholding of the record and a brief explanation of how the exemption applies to the record withheld.

[Statutory Authority: RCW 27.04.030(1). WSR 00-11-028, § 304-20-060, filed 5/9/00, effective 6/9/00. Statutory Authority: RCW 27.04.030. WSR 83-07-076 (Order 83-1), § 304-20-060, filed 3/23/83; Order I-76, § 304-20-060, filed 4/22/76.]

**WAC 304-20-065 Response to requests for public records.** The state library's response to a request to inspect and/or copy public records shall contain at least the following elements:

1. A restatement of the nature of the request;
2. The date of the response;
3. The extent to which the state library has been able to comply with the request;
4. Reason(s) for denial of any portion of the request;
5. The location at which the records may be inspected and copied; and
6. The procedure for appealing denial of any portion of the request.

[Statutory Authority: RCW 27.04.030(1). WSR 00-11-028, § 304-20-065, filed 5/9/00, effective 6/9/00.]

**WAC 304-20-070 Review of denial of request.** Any person who objects to a denial of a request for public records may do so in writing, petitioning a prompt review of that decision. The state librarian shall immediately consider such a request for review and either reverse the denial or call a special meeting of the state library commission to review the denial and make a final decision. If the commission is to review the denial, the librarian will respond with a date certain for that review within five business days.

[Statutory Authority: RCW 27.04.030(1). WSR 00-11-028, § 304-20-070, filed 5/9/00, effective 6/9/00; Order I-76, § 304-20-070, filed 4/22/76.]

**WAC 304-20-080 Records index.** (1) Index. The library has available to all persons a current index which provides identifying information as to the following records issued, adopted or promulgated since June 30, 1972:

"(a) Final opinions, including concurring and dissenting opinions, as well as orders, made in the adjudication of cases;

"(b) Those statements of policy and interpretations of policy, statute and the constitution which have been adopted by the agency;

"(c) Administrative staff manuals and instructions to staff that affect a member of the public;

"(d) Planning policies and goals, and interim and final planning decisions;

"(e) Factual staff reports and studies, factual consultant's reports and studies, scientific reports and studies and any other factual information derived from tests, studies, reports or surveys, whether conducted by public employees or others; and

"(f) Correspondence, and materials referred to therein, by and with the agency relating to any regulatory, supervisory or enforcement responsibilities of the agency, whereby the agency determines, or opines upon, or is asked to determine or opine upon, the rights of the state, the public a subdivision of state government, or of any private party."

(2) **Availability.** The current index promulgated by the library shall be available to all persons under the same rules and on the same conditions as are applied to public records available for inspection.

[Order I-76, § 304-20-080, filed 4/22/76.]