



DEPARTMENT OF  
**ECOLOGY**  
State of Washington

**Rule Implementation Plan**  
**Public Records**  
**Chapter 173-03 WAC**

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## Publication and Contact Information

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## **Purpose**

The Washington State Department of Ecology (Ecology) provides the information in this implementation plan to meet agency and Administrative Procedure Act (RCW 34.05.328) requirements related to rule adoptions.

## **Introduction**

On July 23, 2017, Ecology adopted an emergency amendment to Chapter 173-03 WAC Public Records (AO # 16-14). The purpose of this rule implementation plan is to inform those who must comply with Chapter 173-03 WAC about how Ecology intends to:

- Implement and enforce the rule.
- Inform and educate persons affected by the rule.
- Promote and assist voluntary compliance for the rule.
- Evaluate the rule.
- Train and inform Ecology staff about the new or amended rule.

Also included in this plan is information about:

- Supporting documents that may need to be written or revised because of the new or amended rule.
- Other resources where more information about the rule is available.
- Contact information for Ecology employees who can answer questions about the rule implementation.

## **Implementation and Enforcement**

Ecology will inform all agency public disclosure coordinators that it is implementing the use of the statutory default fee schedule created by the Legislature in Chapter 304, Laws of 2017 (HB 1595) effective July 23, 2017. Coordinators will be provided the new fee schedule and instructed to use it when charging for copies of records.

## **Informing and Educating Persons Affected by the Rule**

Ecology will use its website to communicate to all those affected about changes to fees we may charge for public records, consistent with the schedule established in RCW 42.56.120.

## **Promoting and Assisting Voluntary Compliance**

The public disclosure coordinators have been advised that Ecology is utilizing the default fee schedule created by Chapter 304, Laws of 2017 (HB 1595). The Public Records Office will assist public disclosure coordinators and the public with any questions created by this legislation.

## Evaluating the Rule

The emergency rule will provide Ecology the time needed to incorporate the changes required by Chapter 304, Laws of 2017 (HB 1595) into Chapter 173-03 WAC through the permanent rulemaking process.

## Training and Informing Ecology Staff

Public disclosure coordinators will receive specific instruction on how to calculate copy costs under the statutory fee schedule.

## List of Supporting Documents that May Need to be Written or Revised

Copy Fee Schedule  
Public Records Request Form  
Chapter 173-03 WAC

## More Information

**See more information on public records disclosure at Ecology here:**

<http://www.ecy.wa.gov/services/disclosure/disclose.html>

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