



DEPARTMENT OF
ECOLOGY
State of Washington

Rule Implementation Plan

Chapter 173-03 WAC

Public Records

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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 November 15, 2017, Ecology adopted 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 rule 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 through written and verbal communication that it is implementing Chapter 173-03 WAC. The Public Disclosure Office will facilitate training and education. We will also send out notice to our interested parties list to let the public know about changes to our public disclosure process.

Informing and Educating Persons Affected by the Rule

Ecology will be informing and educating persons affected by the rule with written communication and our website. This will include email and web publication of notice that requests must be directed to the Ecology public records officer as required by WAC 173-03-060.

Ecology will continue to accept improperly submitted requests for 90 days after the effective date of the rule to allow requesters to adapt to the new requirements.

Promoting and Assisting Voluntary Compliance

The Public Disclosure Office will assist public disclosure coordinators and the public with any questions created by adoption of Chapter 173-03 WAC.

Evaluating the Rule

This rule is directed toward procedural requirements for submitting, processing, and recovering copy fees for public records requests. Ecology continuously evaluates whether requests are satisfied within the requirements of the Public Records Act.

Training and Informing Ecology Staff

The public disclosure coordinators will receive specific instructions and information on how to implement the revised rule.

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

Agency Public Records Training
Agency Public Records Website

More Information

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

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