

AMENDATORY SECTION

SECTION 14.02 AGENCY DESCRIPTION, CONTACT INFORMATION, PUBLIC RECORDS OFFICER

- (a) **Location of Agency's offices.** The Agency's offices are located at 1904 3rd Avenue, Suite 105, Seattle, WA 98101-3317.
- (b) **Identification of and contact information for Agency's public records officer.** Any person wishing to request access to public records of the Agency, or seeking assistance in making such a request should contact the Agency~~((s))~~ and request assistance from the Agency's ~~((public records officer))~~ Public Records Officer:
~~((Stella Nehen,))~~ Public Records Officer
1904 3rd Avenue, Suite 105
Seattle, WA 98101-3317
(206) 689-~~((4011))~~ 4030 (phone) or (800) 552-3565, Ext. ~~((4011))~~
4030 (toll free phone)
(206) 343-7522 (facsimile)
recordsrequest@pscleanair.org

Information is also available on the Agency's website at:
<http://www.pscleanair.org>.

- (c) **Duties of public records officer.** The public records officer oversees compliance with the Act but another Agency staff member may process the request. Therefore, any reference to the public records officer in these rules may refer to the officer or a designee. The public records officer and the Agency will provide the "fullest assistance" to requesters as required by the Act; will ensure that public records are protected from damage or disorganization; and will prevent fulfilling public records requests from causing excessive interference with essential functions of the Agency.

AMENDATORY SECTION

SECTION 14.08 REVIEW OF DENIALS OF PUBLIC RECORDS

- (a) **Petition for internal administrative review of denial of access.** Any person who objects to the initial denial or partial denial of a public records request may petition in writing (including by e-mail) to the public records officer for a review of that decision. The petition shall include a copy of or reasonably identify the written statement by the public records officer denying the request.
- (b) **Consideration of petition for review.** The public records officer shall promptly provide the petition and any other relevant information to the

~~((Director of Compliance and Legal))~~ Executive Director. The ~~((Director of Compliance and Legal))~~ Executive Director will immediately consider the petition; will either affirm or reverse the denial within ~~((two))~~ five business days following the Agency's receipt of the petition, or within such other time period to which the Agency and the petitioner mutually agree; and will promptly inform the petitioner of the decision made.

- (c) **Judicial review.** Any person may obtain court review of denials of public records requests pursuant to RCW 42.56.550 at the conclusion of ~~((two))~~ five business days after the initial denial regardless of any internal administrative appeal.