

WASHINGTON STATE BAR ASSOCIATION

Records Request Appeals Officer

The Records Request Appeals Officer (RRAO) is a position created by General Rule 12.4 (Washington State Bar Association Access to Records), adopted by the Washington Supreme Court on October 18, 2013, effective on July 1, 2014. The RRAO will conduct any requested second-level review, following a first-level review by the Executive Director, of records disclosure decisions made by WSBA's public records officer in response to a records request. Review by the RRAO will be informal and summary but, in the sole discretion of the RRAO, may include briefing and oral argument. Decisions of the RRAO will be final unless the requestor asks for, and the Washington Supreme Court decides to grant, discretionary review. See GR 12.4(h)(2). Although there are certain key differences between General Rule 12.4 and the Washington Public Records Act, RCW 42.56, lawyers with Public Records Act experience are encouraged to apply.

Interested members should:

- (1) Complete the [online application form](#) in myWSBA. Select 'Committee Application' to access the application portal then locate the 'Records Request Appeals Officer' option and select ADD to continue your online application.
- (2) Submit a letter of interest, resume, references, and writing sample.

Initial appointment is until September 30, 2025, and may be followed by reappointment for additional two-year terms. Please review General Rule 12.4 (available on the Washington Courts' website under Court Rules) before applying.

For questions, please email barleaders@wsba.org.

| Entity | Who may apply | Term limits ** (Applicant ineligible if has served this amount in recent, continuous appointments to this committee) |
|---------------------------------|---------------------|---|
| Records Request Appeals Officer | Active WSBA members | None |