

## **Records Request Appeals Officer Volunteer Position Description**

The Records Request Appeals Officer (RRAO) position was created by Washington General Rule (GR) 12.4 (Washington State Bar Association Access to Bar Records), to conduct review of records disclosure decisions by the WSBA's public records officer.

**Position overview:** The RRAO conducts any requested second-level review, following a first-level review by the WSBA Executive Director, of records disclosure decisions made by WSBA's public records officer in response to a records request. Review by the RRAO is informal and summary but, in the sole discretion of the RRAO, may include briefing and oral argument. Decisions of the RRAO are final unless the requestor asks for, and the Washington Supreme Court decides to grant, discretionary review. See GR 12.4(h)(2) (Washington State Bar Association Access to Records). Initial appointment is for a one-year term, which may be followed by reappointment for one or two-year terms.

**Time commitment:** Review is only conducted when a party requests it. Requests for review have been rare, but this is difficult to predict. Review is conducted off-site; on rare occasions there may be oral argument scheduled for the WSBA offices.

**Requirements:** Must be active WSBA lawyer member.

**Preferred qualifications and skills:** Although there are certain key differences between GR 12.4 and the Washington Public Records Act, RCW 42.56, lawyers with Public Records Act experience are encouraged to apply.

**Benefits:** This position provides members with adjudicative experience.

**Reimbursement policy:** This is an unpaid volunteer position. Reasonable expenses may be reimbursed per the WSBA Expense Reimbursement Policy.

**Selection and appointment process:** Applications are reviewed by WSBA staff. Recommendations are forwarded to the Board of Governors Nominations Committee, which makes the appointments.

**For further information:** See [www.wsba.org/about-wsba/history-of-the-wsba/public-records](http://www.wsba.org/about-wsba/history-of-the-wsba/public-records).

**How to apply:** See instructions at [www.wsba.org/joincommittee](http://www.wsba.org/joincommittee). Questions about the application? Email [barleaders@wsba.org](mailto:barleaders@wsba.org).