Administrative Decisions and Materials

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Washington Legal Researcher's Deskbook 3d

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Introduction

The Washington Legal Researcher's Deskbook 3d has been written to assist lawyers, students, librarians, legal assistants, legal secretaries, and members of the public in the complex task of researching legal problems. This book focuses on the law of Washington State and the legal materials that are available to the Washington practitioner. The reader will not find answers to legal questions but rather will find a rich array of information that can help in the process of researching the law.

The importance of legal research certainly cannot be overstated. Lawyers want to give good advice to their clients. If the client's problem is new to the practitioner, chances are good that a review of the legal issues and authority will be necessary. This may plunge the researcher into unfamiliar areas of law.

If it were not enough to want to give good advice, Rule 1.1 of the Washington Rules of Professional Conduct (RPC) requires that a practitioner "shall provide competent representation to a client." This rule requires familiarity with the relevant law through previous knowledge or through conducting adequate research. No Washington State Bar Association ethics opinions interpret this rule regarding the standards for performing competent legal research.

A 1975 California Supreme Court case, Smith v. Lewis, 10 Cal.3d 349, 530 P2d 589 (1975), articulates a standard of care for legal research. The standard requires (1) sufficient research (2) using standard research techniques (3) to obtain readily available authority. The Court found that the defendant lawyer failed to meet this standard of care. Cases in other jurisdictions have reached a similar result. The Washington Court of Appeals has apparently applied this standard in Halvorsen v. Ferguson, 46 Wash. App. 708, 718, 735 P2d 675, 681 (1986).

A study commissioned by the ABA Section of Legal Education and Admissions to the Bar listed legal research among ten skills necessary for the practice of law. The Task Force identified three specific skills needed for thorough and efficient research:

3.1 Knowledge of the Nature of Legal Rules and Institutions;
3.2 Knowledge of and Ability to Use the Most Fundamental Tools of Legal Research;
3.3 Understanding of the Process of Devising and Implementing a Coherent and Effective Research Design


The legal researcher of the twenty-first century cannot rest on the knowledge of legal research tools acquired while in law school or even as recently as two years ago. The computerization of legal information has completely changed the world of legal research and the practice of law. Some recent commentators have even suggested that computerized research is required in order for practitioners to avoid malpractice. See David M. Sandhaus, "Computers Are Required for the Practitioner to Avoid Malpractice," Wash. St. B. News, Nov. 1993, at 51; Robert C. Berring, "Technology and the Standard of Care for Legal Research," Legal Malpractice Rep., 1992, at 21. You will find electronic resources noted and discussed throughout the entire Deskbook.

The purpose of this Deskbook is to provide a broad spectrum of information that would be helpful to the person who must research Washington State law. In the first chapter, Ann Hemmens describes how to use a law library. From using law li-
Introduction

libraries in person to using law libraries without leaving the comfort of your home or office, the tips provided in this chapter will be useful to all legal researchers.

In the second chapter, I review the formats of legal information and outline a strategy to help the legal researcher design a research process or framework. Practical tips for efficient use of legal tools are discussed. If you must research an area of law you know nothing about, the article reprinted in Appendix II will be extremely useful. If taking good notes is your downfall, be sure to read the note-taking article found in Chapter 2, Appendix III. This piece is full of practical hints that can help any researcher create a fine research product.

Chapter 3, written by Mary Whisner, is an excellent review of the most basic and important legal research tools used for researching Washington law. Ms. Whisner reviews secondary sources, statutes, administrative regulations, case law, case-finding tools, attorney general opinions, citator services, and basic citation formats. She includes information about electronic versions of these information tools as well as the printed texts. Every legal researcher should be familiar with the contents of this chapter.

Using one or more of the many excellent handbooks and deskbooks available on Washington law can help the legal researcher quickly and efficiently define the problem and locate the primary sources to answer the question. In Chapter 4, Nancy McMurrer provides annotated descriptions both of broad, multi-topic sources and other, more specific titles listed by subject. This chapter is crucial for the researcher who is not intimately familiar with the wealth of secondary literature available in Washington.

Washington State agencies promulgate a variety of administrative decisions or actions. These are ably discussed in Chapter 5 by Cheryl Rae Nyberg. Pay particular attention to the description of the Administrative Procedure Act and its requirements. Ms. Nyberg discusses each state agency that issues administrative determinations and even provides a summary chart of the various sources of agency quasi-judicial actions in order to speed your research.

Never compiled a Washington legislative history? Follow the clear step-by-step directions written by Peggy Roebuck Jarrett in Chapter 6 on legislative history and bill tracking. Clearly our author has had some experience with this awesome task!

Ms. Jarrett shows the novice exactly how to follow the Legislature's process and includes important tips for accomplishing this research chore efficiently and competently. Researching state initiatives can also be problematic; see the tips included by the author.

A completely new chapter on local government law has been researched and written by Mary Ann Hyatt. After an excellent background of the authority and role played by local governments, Ms. Hyatt analyzes the primary and secondary materials for cities, counties, and special districts.

Historical and archival sources of legal information are new in this edition of the Deskbook. In Chapter 8, Cheryl Nyberg and Ann Hemmens have tracked down nearly everything you might need from official documents in the territorial and early statehood periods in Washington.

Chapter 9 is also new to the Deskbook. With 36 Indian tribes in Washington State, 6 percent of the state's land held by Indians or Indian tribes, and a growth in tribal self-government, every Washington practitioner should know the basics of Indian law. The chapter reviews federal Indian policy and includes a minimal list of federal, state, and tribal resources that can be used in legal research projects.

"Nonlegal Resources" is the title of Chapter 10 written by Peggy Roebuck Jarrett. In a clear and direct style, the author covers sources that will help you find information about people and organizations, locate factual information, and improve your writing skills.

In the final chapter Jonathan Franklin compiles information about legal resources in Washington.
Included here are tips on how to manage your library, hire a librarian, and select materials and research tools for your library. Directories of filing and library service organizations, document delivery services, legal publishers, and Washington legal periodicals complete the informative material found in this section. This chapter will be a great help to those trying to keep their law libraries current and properly managed, to those making decisions about purchases for office libraries, and to those trying to locate legal materials available in the local area.

The Deskbook’s appendix presents acronyms and abbreviation used throughout this book and that frequently appear in Washington legal materials.

I am very pleased with the high quality of the material you will find within this Deskbook. Many thanks to the authors for their tireless work. Special thanks to the general editor, Cheryl Nyberg, who edited all the chapters, created the book's index, and provided the consistency and standard of excellence so necessary for a work like this. Theresa Knier worked many hours to put our draft material into a final form with a professional touch—thank you! Thanks also to Reba Turnquist who helped update information about publishers, prices, and the like; to the Gallagher Law Library staff for being supportive and helpful; to the law librarianship student interns who helped cover the Reference Office when we needed extra time to write; to various colleagues around the state who responded cheerfully to our requests for information; and, finally, to our library patrons for asking us questions and helping us learn what legal researchers in Washington need to know.

Readers and Washington legal researchers are invited to send comments and suggestions via email to deskbook@u.washington.edu.

Penny A. Hazelton
Seattle, Washington
January 2002
Notes on Using This Book

This section explains citations and references used throughout this book.

Books, Articles, and Legal Citations

The Deskbook contains many references to other publications. The authors have used several formats to distinguish categories of material.

Titles of books, periodicals, looseleaf services, CD-ROM products, and similar items generally appear in italics. Authors, editors, and compilers are often named and the publisher and year of publication are given. For periodicals and other publications that are issued or updated on a regular basis, the initial year of publication is followed by an open hyphen (e.g., Washington State Environmental Reporter (Book Publishing Co., 1974-)).

References to articles include the author(s), the title of the article in quotation marks, and the abbreviated title of the periodical in italics. These abbreviations are spelled out in the Appendix: Acronyms and Abbreviations. If the issues of a volume are paginated consecutively, the volume number appears before the title of the publication and the first page number follows the title, with the year of publication in parentheses (e.g., William R. Andersen, “The 1988 Washington Administrative Procedure Act: An Introduction,” 64 Wash. L. Rev. 781 (1989)). If the issues of a volume are not paginated consecutively, the citation identifies the issue and then the beginning page number (e.g., Nancy Carol Carter, “American Indian Tribal Governments, Law, and Courts,” Legal Ref. Serv. Q., No. 2, 2000, at 7). For articles that are available for free on the Internet, their citations include the Uniform Resource Locators (URLs) (e.g., Eron Berg, “Unpublished Decisions: Routine Cases or Shadow Precedents?,” Wash. St. B. News, Dec. 2000, at 28, available at http://www.wsba.org/barnews/2000/12/berg.htm).

Citations to some legal sources (such as statutes and cases) follow rules set out in The Bluebook: A Uniform System of Citation, 17th ed. (Harvard Law Review Association, 2000), with exceptions recommended by the Washington Office of the Reporter of Decisions Style Sheet. The Bluebook and the Style Sheet are described in Chapter 3, Fundamentals of Legal Research in Washington, Section X, Citation Format.

Internet Websites

In less than a decade, the Internet has become a major legal research tool. Thousands of academic, commercial, governmental, organizational, and personal websites contain the text of legal materials and/or guides, indexes, and commentaries on the law. Government agencies at all levels have quickly made the Internet a primary means for communicating with the public.

Throughout this book, URLs identify websites that contain Washington State legal materials. In many cases, "deep links" to pages buried several layers beneath an agency’s main homepage have been used to direct readers to the specific location of legal documents and databases. These URLs and the descriptions of website contents were accurate in fall 2001.

Website addresses and contents change frequently, however. If a website address fails and the source is part of the Washington State government, use the “State Agency Index” on Access Washington, http://access.wa.gov/, to locate the agency’s new URL. Then look for navigation links, a site index, or a search feature to locate specific material. If the source of the website is not part of the Washington State government, pare back the URL to the first slash after the domain name (ending with .com, .edu, or .org). This shortened URL should
take you to the website homepage. For example, the URL for the Gallagher Law Library's collection of legal research guides is http://lib.law.washington.edu/ref/guides.html. If you eliminate "/ref/guides.html", you will go to http://lib.law.washington.edu/, the Law Library's homepage.

The University of Washington Gallagher Law Library maintains an Internet Legal Resources page, http://lib.law.washington.edu/research/research.html, that links to free websites providing Washington State primary law sources, including the constitution, bills, statutes, court opinions, court rules, regulations, administrative agency decisions, and municipal codes. Comparable links for U.S. government sources are also provided. Internet Legal Resources is updated regularly.

**LexisNexis and Westlaw**

Many chapters describe files and databases found on the two major commercial legal research services, LexisNexis and Westlaw. In some cases, specific libraries and file names are mentioned. For example, Chapter 5, Administrative Decisions and Materials, includes a list of LexisNexis libraries and files containing administrative agency decisions. The reference to "WASH;WAGMHB" includes the LexisNexis library name for Washington (WASH) and a specific file within that library for the decisions of the Growth Management Hearings Boards decisions (WAGMHB). The comparable database on Westlaw is called WA-GMHB.

When no library, file name, or database identifier is given, the researcher may explore several options for finding relevant material. Both services maintain extensive directories of their contents and these directories are available in print and online. The Westlaw Database Directory is published annually; the 2001 edition is 842 pages. The online edition is found at http://directory.westlaw.com/. The LexisNexis Directory of Online Services is also published annually; the 2001 edition is 736 pages. The "Searchable Directory of Online Sources" is at http://web.nexis.com/sources/. The directories are organized by jurisdiction (Washington), type of legal material (Legislation), and subject or practice area (Environmental Law). They also include indexes by title (Washington Administrative Code). Users may also contact the customer service representatives to ask about the availability of particular sources and get advice on constructing effective searches. LexisNexis customers may dial (800) 543-6862. The Westlaw Reference Attorneys may be reached at (800) 733-2889.

Because of their expense and complexity, these services are most often used by members of the legal community. Few public law libraries can afford to make these services available. Faculty and students at some colleges and universities may have access to a version of LexisNexis called Lexis-Nexis Academic Universe or a version of Westlaw called Westlaw Campus. These services offer an abbreviated list of certain legal sources, including full-text federal and state cases, statutes, and law reviews. Other users may take advantage of the vendors' credit card options. LexisNexis by Credit Card, http://web.lexis.com/xchange/ccsubs/cc_prods.asp, is available on a "pay as you go" basis. A user may search legal materials (including federal and state cases, constitutions, statutes, court rules, and law reviews). Westlaw's WestDoc program, http://www.westdoc.com, allows users with citations to obtain documents by credit card.

**Email the Authors**

The authors are interested in readers' comments and suggestions. Please contact us by electronic mail at deskbook@u.washington.edu.
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Introduction

Administrative Agencies' Functions and Procedures

Multi-Agency Sources of Administrative Decisions

Agency-Specific Sources

Databases

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I. Introduction

This chapter deals with decisions, opinions, and orders issued by administrative agencies in the course of enforcing laws and regulations under their jurisdiction. Attorneys and other legal researchers use administrative decisions to determine how an agency has decided similar cases and has interpreted laws and regulations. Also covered here are selected guidance and interpretive material and public access databases available on the Internet.

II. Administrative Agencies’ Functions and Procedures

Administrative agencies, situated in the executive branch of state government, are responsible for implementing programs and policies mandated by the legislature. To accomplish their missions, agencies perform legislative-like and judicial-like functions. Chapter 3, Fundamentals of Legal Research in Washington, Section V, Administrative Regulations, discusses the rule-making process, by which administrative agencies promulgate and publish rules and regulations that have the force of law. This chapter focuses on the products of the agencies’ adjudicatory hearings.

A. Enabling Legislation

Administrative agencies are created by legislation. Enabling laws set out the purpose and responsibilities of the agency, establish its name, and provide for the designation of its officers. The Washington State Yearbook (Electronic Handbook Publishers, annual) briefly describes agency functions and provides Revised Code of Washington (RCW) citations to each agency’s enabling legislation. The Yearbook is prepared with the cooperation of the offices of the Governor and Secretary of State.

The Washington Administrative Law Practice Manual (LEXIS Publishing, 1991- ) also identifies agencies that conduct administrative hearings. Appendix I provides agency addresses, telephone and fax numbers, email addresses, budget, staff, organi-
zation, jurisdiction, enabling law citation, regulations citations, workload, and major divisions or units. The availability of a case digest and publications list is noted.

B. Administrative Procedure Act and Model Rules of Procedure

With few exceptions, agencies that are authorized to conduct administrative hearings are bound by the Administrative Procedure Act (APA). RCW §34.05 (2000). Part IV of the APA deals with adjudicative proceedings generally, including commencement of actions; notice to parties; pleadings, motions, and briefs; hearsay and evidence; entry and review of initial orders; reconsideration; official records; brief adjudicative proceedings; and related topics. Part V concerns judicial review and civil enforcement of agency decisions.

By enacting the APA in the late 1980s, the Legislature intended to "provide greater public and legislative access to administrative decision making." RCW §34.05.001 (2000). To accomplish that goal, the APA directs agencies to "keep on file for public inspection all final orders, decisions, and opinions in adjudicative proceedings, interpretive statements, policy statements, and any digest or index to those orders, decisions, opinions, or statements prepared by or for the agency." RCW §34.05.220 (2) (2000). Some agencies are specifically directed to publish their decisions. For example, the Forest Practices Appeals Board is directed to "publish at its expense or make arrangements with a publishing firm for the publication of those of its findings and decisions which are of general public interest, in such form as to assure reasonable distribution thereof." RCW §76.09.220(5) (2000).

The Administrative Procedure Act also requires agencies to adopt rules governing their formal and informal adjudicatory proceedings and specifies that agencies should abide by the Model Rules of Procedure (WAC 10.08) unless they promulgate their own rules. The Model Rules supplement the APA and cover forms, notice, computation of time, continuances, filing and service of papers, subpoenas, prehearing conferences, evidence, interpreters for impaired or non-English-speaking parties, reporting and recording, teleconferencing, petitions for review, informal settlements, and forms of declaratory orders.

To identify state agencies that have administrative proceeding rules, consult the subject index to the Washington Administrative Code under the heading "Administrative Procedure." Listed there are agencies, boards, and commissions with references to the WAC sections that contain their regulations on administrative hearings.

Neither the APA nor the Model Rules mandate the publication and distribution of all agency administrative decisions. Yet many agencies recognize that the legal community and the general public share an interest in government actions and so publish some or all of their decisions. With the emergence of the Internet as a cost-effective publishing tool, most agencies now provide World Wide Web access to current and some historical opinions.

Legal publishers and database providers also realize that a market exists for this information and have responded with products that supplement agency-prepared sources or that fill the gap created by an agency's failure to publish. Sections III and IV below identify official and unofficial print and electronic sources of administrative agency decisions and opinions.

C. Public Records Act

Washington's freedom of information act is known as the Public Records Act. RCW §42.15.250 (2000). The act requires agencies to make available public records upon request. Numerous categories of public records are exempt from disclosure, including personal information about students attending public schools, welfare recipients, state employees and government officials, taxpayers, and library borrowers (RCW §42.17.310 (2000)); license applications for concealed weapons (RCW
§42.17.318 (2000)); and identifying information about child victims of sexual assault (RCW §42.17.31901 (2000)).


D. Bibliography

The following sources deal with the Administrative Procedure Act specifically or with administrative law and practice in Washington generally.


• Administrative Law (Washington State Bar Association, Administrative Law Section, 1978- ). Contains articles, the chairperson’s message, CLE announcements, and summaries of significant federal and Washington court cases on administrative law. Issued three times a year.


• Barbara A. Markham, “Chapter XX, State Administrative Law,” in 7 Washington Lawyers Practice Manual (King County Bar Association, 2001). Reviews delegation of authority to agencies, public access to agency law, rule-making, due processes in adjudications, the appearance of fairness doctrine, judicial review, and civil enforcement of agency actions.

III. Multi-Agency Sources of Administrative Decisions

One of the advantages of computerized legal research databases and CD-ROM products is the ease with which large amounts of data may be searched. The tremendous storage capacities of electronic services allow information providers to deliver data from many agencies through the same system and often with a single search. Other features of these databases include frequent updating and software that permits users to search for specific words and phrases. The databases described below include administrative decisions from many Washington state agencies.

All of these sources are commercially produced and subscriptions may be costly. Further, none of these sources is comprehensive. Not all administrative agencies that issue opinions are covered. Not every decision written by a covered agency is included. The agencies themselves must be considered the final authorities on their own opinions. In addition, many agencies and some commercial publishers have printed collections of agency decisions that may be more readily available to some users. Section IV below provides an agency-by-agency description of sources of opinions.

A. CD Law

CD Law, a Seattle-based company, provides an extensive collection of Washington state administrative agency decisions (see table). Two formats are available: Washington Statutes and Decisions on CD-ROM (updated twice a year) and an Internet-based subscription service, http://www.cdlaw.com/. Lexis-Nexis purchased CD Law in March 1999 and since
that time LexisNexis has added many of the administrative decisions found on CD Law.

Both CD Law products use Personal Librarian search software, which permits Boolean, proximity, and field searching. Users may search a single database or may choose several databases to search simultaneously. In fact CD Law offers the greatest flexibility for combining multiple databases of any of the three multi-agency online services. Researchers may combine databases with statutes, regulations, cases, municipal and county codes, and administrative decisions from selected agencies for a single search.

The web and CD-ROM versions also include corporation records filed with the Washington Secretary of State. Internet users may search the corporation records for free, without subscribing to the online service.

**B. LexisNexis**

LexisNexis offers numerous databases containing Washington agency administrative decisions:

- WASH;WAPUC: Utilities and Transportation Commission decisions, opinions, and orders from July 1974. This file contains a greater number of cases than the WAPUR file.
- WASH;WAWORK: Board of Industrial Insurance Appeals decisions and orders from October 1959.

Many of the administrative files can be combined to allow the researcher to conduct a single search. For example, the WAENV and WAGMHB files can be combined. Administrative decisions files cannot, however, be combined with the Annotated Revised Code of Washington (WASH;CODE) or the Washington Administrative Code (WASH;WAADMN).

**C. West Group**

West Group provides decisions and opinions from numerous Washington agencies through Westlaw and on the Washington Administrative Code, CD-ROM edition (updated quarterly). Westlaw databases that contain administrative decisions, opinions, orders, and related material include:

<table>
<thead>
<tr>
<th>Administrative Decisions on CD Law</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Attorney General</strong></td>
</tr>
<tr>
<td><strong>Forest Practices Appeals Board</strong></td>
</tr>
<tr>
<td><strong>Growth Management Hearings</strong></td>
</tr>
<tr>
<td><strong>Central Puget Sound</strong></td>
</tr>
<tr>
<td><strong>Eastern Washington</strong></td>
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<tr>
<td><strong>Western Washington</strong></td>
</tr>
<tr>
<td><strong>Hydraulic Appeals Board</strong></td>
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<tr>
<td><strong>Industrial Insurance Appeals</strong></td>
</tr>
<tr>
<td><strong>Pollution Control Hearings</strong></td>
</tr>
<tr>
<td><strong>Public Employment Relations</strong></td>
</tr>
<tr>
<td><strong>Revenue Department</strong></td>
</tr>
<tr>
<td><strong>Excise tax advisories</strong></td>
</tr>
<tr>
<td><strong>Tax decisions</strong></td>
</tr>
<tr>
<td><strong>Shorelines Hearings Board</strong></td>
</tr>
<tr>
<td><strong>Tax Appeals Board</strong></td>
</tr>
</tbody>
</table>
Chemical Decisions and Materials

Chapter 5


* WAETH-DISP: Commission on Judicial Conduct disciplinary decisions, stipulations, orders, and letters of admonishment from October 1982.

* WA-GMHB: Growth Management Hearings Boards decisions from November 1992. Also available on the Washington Administrative Code CD-ROM.


* WALB-ADMIN: Public Employment Relations Commission decisions and orders from 1984. Also available on the Washington Administrative Code CD-ROM.

* WA-PUR: selected Utilities and Transportation Commission orders and decisions published in Public Utilities Reports from 1954.


* WATX-ADMIN: Board of Tax Appeals decisions from June 1979.

* WAWC-ADMIN: Board of Industrial Insurance Appeals opinions and orders from 1985. Also available on the Washington Administrative Code CD-ROM.


* RIA-WA: Revenue Department informational publications from 1999 and selected attorney general opinions from 1950 published in Washington State & Local Taxes (RIA).

Westlaw also offers several databases that combine individual databases on the same subject. For example, the WAENV database combines the content of the WAENV-CS (environmental caselaw) and WAENV-ADMIN (administrative opinions from the Forest Practices Appeals Board, the Hydraulics Appeals Board, the Pollution Control Board, and the Shorelines Hearing Board) databases.

In addition, a researcher may combine up to ten databases for a single search. A thorough search for Washington environmental legal materials may combine WA-ST (the unannotated Revised Code of Washington), WA-ADC (the Washington Administrative Code), WAENV, and WA-GMHB (administrative decisions from the Growth Management Hearings boards).

IV. Agency-Specific Sources

This section identifies and describes print and electronic sources of agency decisions. Agency names have been inverted to alphabetize by the first keyword. For instance, the Board of Industrial Insurance Appeals becomes the Industrial Insurance Appeals Board. Agencies, boards, commissions, and departments are interfiled. A few judicial and legislative branch agencies are covered because they issue administrative-like decisions: the Commission on Judicial Conduct, the Legislative Ethics Board, and the Supreme Court's Ethics Advisory Committee.

In addition to decisions, opinions, and orders, the section contains selected administrative documents of interest to the legal community. A mix of formats is represented: print, microfiche, commercial databases, CD-ROMs, and World Wide Web.
sites. Some users will not have access to or be comfortable with all of these formats. But because this format variety exists in today's volatile information universe, users should know about the options. Often, format affects how, where, and whether a user finds the specific decision or document needed.

The list below is thorough but not comprehensive. The focus is on currently available decisions from functioning agencies. Selected historical sources that are generally available in major law libraries are also identified. A more complete list of Washington administrative agency decisions is found in the author's *State Administrative Law Bibliography: Print and Electronic Sources* 491-507 (Carol Boast/Cheryl Nyberg, 2000).

For printed material, the agency is assumed to the publisher, unless another publisher is named parenthetically. Chapter 11, Managing Your Library, contains a directory of commercial publishers. Washington state agencies' addresses and telephone numbers are found in the *Washington State Yearbook*.

The contents and arrangements of government agency websites are subject to frequent change, as are their Uniform Resource Locators (URLs). If a website address fails, use the "State Agency Index" on Access Washington, [http://access.wa.gov/](http://access.wa.gov/), to locate the agency's new URL. Then look for navigation links, a site index, or a search feature to locate specific material. The Internet Legal Resources page, [http://lib.law.washington.edu/research/research.html](http://lib.law.washington.edu/research/research.html), maintained by the

<table>
<thead>
<tr>
<th>Subject Guide to Washington Administrative Agencies with Published Decisions</th>
</tr>
</thead>
</table>
| **Banks & Financial Services** | Banks Division  
Consumer Services Division  
Credit Union Division  
Securities Division |
| **Education** | Administrative Hearings Office |
| **Energy** | Energy Facility Site Evaluation Council  
Utilities and Transportation Commission |
| **Environment & Land Use** | Ecology Department  
Energy Facility Site Evaluation Council  
Environmental Hearings Office  
Fish and Wildlife Department  
Forest Practices Appeals Board  
Growth Management Hearings Boards  
Hydraulic Appeals Board  
Pollution Control Hearings Board  
Shorelines Hearings Board |
| **Ethics** | Auditor  
Ethics Advisory Committee  
Executive Ethics Board  
Judicial Conduct Commission  
Legislative Ethics Board  
Public Disclosure Commission |
| **Human Rights** | Human Rights Commission |
| **Labor & Employment** | Employment Security Department  
Higher Education Personnel Board  
Industrial Insurance Appeals Board  
Labor and Industries Department  
Marine Employees' Commission  
Personnel Appeals Board  
Personnel Resources Board  
Public Employment Relations Commission  
Retirement Systems Department |
| **Occupations & Professions** | Accountancy Board  
Health Department  
Insurance Department  
Liquor Control Board  
Professional Engineers and Land Surveyors Board of Registration  
Secretary of State |
| **Taxation** | Revenue Department  
Tax Appeals Board |
University of Washington Gallagher Law Library, provides links to Washington State administrative agency decisions and related material and is updated regularly.

"See also Section V, Databases," is mentioned in several agency entries. This reference indicates that the agency offers a public access database containing other types of information and that the reader should consult Section V, below, for a description.

A. Accountancy Board


See also Section V, Databases, below.

B. Administrative Hearings Office

The Office of Administrative Hearings (OAH) provides impartial adjudication of administrative hearings for several state agencies. Administrative law judges preside over hearings and issue orders, findings of fact, and conclusions of law. The OAH does not publish its decisions.

The Office's website provides descriptions of the hearings process and links to a "Glossary of Legal Terms," http://www.oah.wa.gov/Glossary.htm. The three types of hearings are:


C. Auditor

In addition to conducting annual audits of state programs and services, the State Auditor's Office also administers the state employee Whistleblower Act (RCW Chapter 42.40). The Auditor's website includes "Whistleblower Investigation Reports," http://www.sao.wa.gov/Whistleblower/WBReports/WhistleblowerReportsPage.htm, from September 1997. The reports include whistleblowers' assertions and investigator's findings.

D. Banks Division

The Division of Banks, within the Department of Financial Institutions, issues opinion letters interpreting certain laws and regulations. The Banks Division website includes opinion letters, http://www.dfi.wa.gov/banks/opinions.htm, from 1996.

E. Consumer Services Division

Another unit within the Financial Institutions Department, the Consumer Services Division licenses and regulates check cashers and sellers (including "payday" lenders), consumer loan companies, escrow agents and companies, and mortgage brokers. The Division issues interpretive letters that are advisory, informal, and nonbinding. Lists of interpretive letters and the text of selected letters are available at the Division's website under each regulated category:


F. Credit Unions Division

G. Ecology Department
The Department of Ecology (DOE) works to protect, preserve, and enhance the State's air, land, and water resources. Its website provides summaries of enforcement actions with penalties greater than $1000, http://www.ecy.wa.gov/enforce.html. The summaries are arranged in chronological order, covering 1991 to 1993 and from April 1999. Included is date of the action, name of the person or company, city and county where the violation occurred, description of the violation, and penalty assessed. A collection of policies, procedures, and technical memoranda from the Toxics Cleanup Program is also available, http://www.ecy.wa.gov/programs/tcp/policies/tcppoly.html.

The State Environmental Policy Act (SEPA) directs "agencies, municipal and public corporations, and counties" to prepare "detailed statements . . . on the environmental impact of proposed land use actions." RCW §43.21C.030 (2000). The Ecology Department is designated by regulation to receive copies of draft and final environmental impact statements (EISs). WAC §§197-11-455 and -460 (2001).

To identify environmental impact statements produced by Washington State agencies, cities, counties, and other political entities, consult the State Library's Virtual Government Documents Catalog, http://find-it.state.wa.us/WaGILS.htm. This searchable database indexes government publications from Washington, other nearby states, Washington cities and counties, and the U.S. government. A search for titles containing the words "environmental impact statement" yielded more than 5,600 items in September 2001. The documents include draft, final, and supplemental reports.

Many EISs are included in the University of Washington (UW) Libraries catalog, http://catalog.lib.washington.edu/search. In addition, the UW Engineering Library maintains a searchable database that identifies EISs that are available at one of the UW Libraries but that are not represented in the UW Libraries online catalog. The EIS database, http://www.lib.washington.edu/asp/databases/eisdata/default.asp, may be searched by keyword, title, or author. None of these catalogs claims to comprehensively list all Washington environmental impact statements. The thorough researcher should consult each database.

For EISs required by the National Environmental Policy Act, consult the catalog of the Northwestern University Libraries, http://nucat.library.northwestern.edu/. Northwestern's Transportation Library in Evanston, Illinois, has built a vast collection of draft and final statements issued by federal agencies since the early 1970s. The collection also includes environmental assessments, findings of no significant impact, records of decisions, supplementary reports, and maps, http://www.library.northwestern.edu/transportation/searcheis.html.

See also Section V, Databases, below.

H. Employment Security Department
The Department administers Washington's unemployment compensation program. Case summaries are printed in the Digest of Commissioner's Decisions. This multi-volume set contains two series, the first covering 1954 to 1975 and the second covering cases from 1975. The first volume in each series in-
cludes tables by case name, case number, and cases appealed to court, along with a subject index.

I. Energy Facility Site Evaluation Council

The Council is responsible for evaluating applications for major non-hyrdro energy facilities in the state. One part of the certification process involves an adjudicatory proceeding, in which the Council hears testimony from official parties and interested intervenors. Administrative orders relating to individual applications are available on the Council's website, http://www.efsec.wa.gov/default.htm.

J. Environmental Hearings Office

The Environmental Hearings Office (EHO) is the parent agency for the Forest Practices Appeals Board, the Hydraulic Appeals Board, the Pollution Control Hearings Board, and the Shorelines Hearings Board. Selected Opinions, 1983-1986 (1987) contains the full text of twenty-five cases arranged chronologically, with an alphabetical table of cases and an analytic outline.

The EHO's website includes decisions from the boards arranged by year, http://www.eho.wa.gov/Research.htm, from 1998. The Office also provides a searchable database of the boards' decisions, http://www.eho.wa.gov/search.asp, from 1998. Other online sources include:

- CD Law, from 1972.
- LexisNexis: WASH;WAENV.
- Westlaw: WAENV-ADMIN.

For additional sources of decisions from each specific board, consult information provided for the individual agencies below.

K. Ethics Advisory Committee

Appointed by the Chief Justice of the Washington Supreme Court, the members of the Ethics Advisory Committee issue opinions concerning the Code of Judicial Conduct. A three-volume set called Washington State Judges' Ethics Advisory Opinions (Office of the Administrator for the Courts, 1984- ) contains the text of the opinions. The volumes are arranged chronologically. An index at the back of the third volume provides subject access and access by canon and RCW citations. A complete collection of opinions is also available at the Washington Court's website, http://www.courts.wa.gov/ethics/, from 1984. The database may be searched by keyword. An alphabetical index of topics and a list of opinions by year is also available.

L. Executive Ethics Board

The Board hears complaints and issues advisory opinions on ethical violations by statewide elected officers and other officers and employees in the executive branch, boards and commissions, and institutions of higher education. Advisory opinions are available at the Board's website, http://www.wa.gov/ethics/index_adv_opinions.html, and on LexisNexis: WASH;WABAR, both from February 1996.

M. Financial Institutions Department

See Banks Division, Consumer Services Division, Credit Union Division, and Securities Division entries.

N. Fish and Wildlife Department

The Department publishes the Priority Habitats and Species List (1999), a catalog of species and habitat types identified as priorities for management and preservation, specifically native fish and wildlife species officially designated as endangered, threatened, or sensitive. The list is also available at the Department's website, http://www.wa.gov/wdfw/hab/phslist.htm.

O. Forest Practices Appeals Board

The Board is an independent, quasi-judicial agency that hears and decides appeals from decisions of the Natural Resources Department. One volume of selected opinions has been published: Final Opinions (Environmental Hearings Office, 1996). Online sources and dates of coverage include:
• CD Law, from 1980.
• LexisNexis: WASH;WAENV, from 1980.
• Westlaw: WAENV-ADMIN, from 1977.

P. Governor

The Governor’s executive orders and proclamations are published in the Washington State Register (Office of the Code Reviser, 1978– ). Consult the index in the last or latest issue for the year (the indexes are cumulative) under the heading “Governor.” Online versions of the Washington State Register are available from several sources, including:
• CD Law, current year.
• LexisNexis: WASH;WARGST, from 1996.


Q. Growth Management Hearings Boards


Carson D. Bowler’s GMA Manual: A Guide to the Growth Management Act and the Decisions of the Growth Hearings Boards (Oversight Publications, 1996) also provides subject access to the Boards' decisions by way of an analysis of the Act and the decisions that have applied or interpreted the Act.

Decisions, orders, and cumulative digests are available at the Boards’ websites:

Other online sources include:
• LexisNexis: WASH;WAGMHB, from October 1992.


R. Health Department

Summaries of disciplinary actions taken against health care providers are posted at the Department’s website, http://www.doh.wa.gov/Publicat/2001_News/2001news.htm, from 1999. The news releases include the name of the provider; county; and credential, license, or registration number. The heading “State Disciplines Health Care Providers” is consistently used to distinguish the disciplinary news releases from other topics. The Department
offers electronic subscriptions to the news releases, allowing interested parties to receive new items by email.

Among the professions and occupations regulated by the Department's Health Professions Quality Assurance are acupuncturists, chiropractors, dental hygienists, dentists, licensed practical nurses, massage therapists, mental health counselors, midwives, occupational therapists, optometrists, pharmacists, physicians, podiatrists, social workers, and veterinarians. A complete list is available on the Internet, http://www.doh.wa.gov/hsqa/hpqad/default.htm.

The Health Department operates an automated license verification system ((360) 664-4111) that confirms a provider's current disciplinary status and the number of open and closed complaints.

S. Higher Education Personnel Board

Originally established in 1969 and eliminated in 1993, the Board heard appeals from employees who were demoted, dismissed, or suspended by state universities, The Evergreen State College, and state community colleges. The Board's powers, duties, and functions were transferred to the Personnel Appeals Board in 1993. Laws of 1993, ch. 281, §1.

The Board published an annual Appeals Summary (1985-92), with cases from 1969 to 1991. Within each issue, the cases are arranged by WAC citations, except for allocation and disciplinary cases, which do not fit easily in WAC order. Each volume contains a case number index and a cumulative subject index. The Washington Labor Law Digest (Labor Digests, Inc., 1991-99) contains a few summaries of Board decisions.

T. Human Rights Commission

The Commission investigates, hears, and issues opinions on cases involving discrimination in employment, credit and insurance transactions, public accommodations, or real estate dealings based on race; creed; color; national origin; sex; marital status; age; HIV status; or mental, physical, or sensory disability. The agency was formerly called the Washington State Board Against Discrimination.


U. Hydraulic Appeals Board

The Board hears "appeals from approval, denial, conditioning or modification of hydraulic permits for: 1) the construction of projects which divert water for agricultural irrigation or stock watering; and 2) marine bulkheads or rockwalls." 2001 Washington State Yearbook at 84. Although the Board issues a small number of opinions, several online sources include them:

- CD Law, from 1995.

V. Industrial Insurance Appeals Board

The Board issues final decisions on appeals of cases involving industrial insurance, crime victims' compensation, and occupational safety. Selected Significant Decisions (1987- ) are published in microfiche, with paper indexes arranged by case name, headnotes (short paragraphs), and subject. This set, which contains opinions from 1955, is updated irregularly. Online sources include:

- CD Law, from 1955.
• LexisNexis: WASH;WAWORK, from October 1959.


Another publication issued by the Board is the Summary of “Occupational Disease” Decisions and Orders of the Board of Industrial Insurance Appeals (Post-Dennis) (1995).

W. Insurance Commissioner

The Office of the Insurance Commissioner regulates insurance companies doing business in the state. Summaries and copies of consent and enforcement orders are available at the Commissioner’s website, http://www.insurance.wa.gov/actions.htm, from 1998. Technical Assistance Advisories and bulletins are on the Internet, http://www.insurance.wa.gov/tableofcontents/technicaladvisore.htm, from 1994. The bulletins interpret or provide additional information on insurance laws and regulations. Topics include the use of certain lifestyle factors in the rating of private passenger auto insurance, short-term health care reform, continuity of coverage, and complaints against health care providers. Commercial online services also provide bulletins and memoranda:

• LexisNexis: WASH;WABLTN, from April 1994.


• Westlaw: WAIN-BUL, from 1950.

The National Insurance Law Service has published three editions of a looseleaf service containing Insurance Commissioner bulletins. The current edition is called Washington Bulletins: Containing Bulletins of the Insurance Department, Selected Department of Revenue Bulletins, and Selected Attorney General’s Opinions (NILS Publishing Co., 1995–). Previous editions were published in 1983 and 1968. NILS also offers this material by subscription on the Internet and on CD-ROM products, covering inactive bulletins from the 1950s to date.

X. Judicial Conduct Commission

The Commission investigates allegations of judicial misconduct, specifically violations of the Code of Judicial Conduct. Its disciplinary actions include admonishment, reprimand, censure, and recommendation of suspension or removal of a judge to the Supreme Court. From 1981 to 1986 the agency was called the Commission on Judicial Qualifications.

Each volume of its Annual Report (1981–) contains statistical summaries of cases, including the source of allegations, court levels involved, the nature of the litigation, the type of allegation, and the disposition of the case. Beginning with the 1986 report, a cumulative summary of cases filed with Supreme Court has been included, with citations to opinions in Washington Reports 2d and the Pacific Reporter 2d. The 1992 and subsequent reports provide summaries of the Commission’s public actions for the year, including reprimands, orders of admonishment, and censures. These summaries list the name of the judge, the nature of the violation, canon provision violated, CJC docket number, and date of the Commission's action.

Online sources include:

• Commission’s website, http://www.cjc.state.wa.us/CJC_Activity/public_actions.htm, with decisions, orders, and stipulations from February 1995 and summaries of cases filed with the Washington Supreme Court.

• Westlaw: WAETH-DISP, from October 1982.

Y. Labor and Industries Department

See also Section H, above, Employment Security Department for unemployment compensation decisions and Section V, above, Industrial Insurance Appeals Board for workers' compensation decisions. See also Section V, Databases, below.

Z. Legislative Ethics Board

The Board is responsible for investigating unethical conduct by legislators and legislative employees. In 1995, the current Board replaced the House and Senate Legislative Ethics Boards, which were established in 1967. Summaries and full text of both Boards' advisory opinions are printed in their biennial and annual reports. The Common Sense Guide to Legislative Ethics (Joint Board of Legislative Ethics, 1993) contains selected advisory opinions from the Senate Board of Legislative Ethics and the House Board of Legislative Ethics. Previous editions of the guide were published in 1991, 1986, and 1984. Ethics Reference Material (Senate, 1996-) includes complaints and advisory opinions.

Advisory opinions are provided at the Board's website, http://wsl.leg.wa.gov/common/ethics/ethop.htm, from 1995. The opinions are also included in the searchable "Ethics" database that is part of the Washington Legislature's search page, http://search.leg.wa.gov/pub/textsearch/default.asp.

AA. Liquor Control Board

The Board controls liquor distribution and issues permits for businesses that serve liquor. Summaries of penalties assessed by the Board are provided at its website, http://www.liq.wa.gov/enforcement/violation.asp, from September 1998. The weekly Summary of Board Orders Issued by the Washington State Liquor Control Board Disposing of Charges of Violations by Licensees has been issued since 1973.

BB. Marine Employees' Commission


CC. Personnel Appeals Board

The Board hears appeals dealing with the classified employees of state agencies, colleges, and universities involving disciplinary actions, disability separation, rule violations, and position exemptions and allocations. RCW Chapter 41.64 (2000). Its annual Summary of Decisions (1982-) is arranged by type of case and indexed by case name, rule interpretations, status of cases appealed to court, and subject. Two cumulative indexes have been published. The first covers volumes 1 through 8, July 1981 to June 1989, and the second covers volumes 9 through 15, July 1989 to June 1996.


DD. Personnel Resources Board

The Board manages the merit system that governs public employees of state agencies and institutions of higher education. It hears cases on grievance and interest arbitration, recruitment appeals, and unfair labor practices. Until 1993, the agency was called the State Personnel Board.


The Personnel Department maintains two online collections of decision summaries. "Higher Education Personnel Appeals Summaries,"

**EE. Pollution Control Hearings Board**

The Board is an independent, quasi-judicial agency that hears appeals from orders, permits, and penalties issued by the Ecology Department on air, hazardous wastes, solid waste, water, and water rights issues.

Selected opinions have been published in several volumes. *Pollution Control Hearings Board Selected 1985 Opinions* (Environmental Hearings Office, 1986) provides the text of twelve air pollution cases, six water pollution cases, four water rights cases, one flood control case, and three hazardous wastes cases with a digest/index of cases from 1985. Wick Dufford compiled *Selected Opinions of the Pollution Control Hearings Board, 1986-1991* (1993), which includes nine air pollution, eight water pollution, and four hazardous wastes cases. It also provides a brief digest by topic with cases cited by name and docket number and a chronological list of cases tried on the merits.

Another volume prepared by Wick Dufford, *Digest of Water Resources Decisions of the Environmental Hearings Office, Pollution Control Hearings Board* (Ecology Department, Water Resources Program, 1992), covers opinions from 1970 to 1990. It provides a topical outline, a digest of cases, an alphabetical table of cases, a table of cases by docket number, and a list of judicial decisions since 1970. The *Washington State Environmental Reporter* (Book Publishing Co., 1974- ) includes summaries of selected cases from 1972.

Online sources and coverage dates include:

- CD Law, from 1970.

**FF. Professional Engineers and Land Surveyors Board of Registration**


**GG. Public Disclosure Commission**

The PDC administers and enforces the Public Disclosure and Open Government acts. The Commission's website includes:

- reports of selected recent investigations, stipulations, and orders, http://www.pdc.wa.gov/compliance/results.htm; and

See also Section V, Databases, below.
HH. Public Employment Relations Commission


Online sources of PERC decisions and orders include:
- CD Law, from 1975.

II. Retirement Systems Department

The Department maintains notices affecting the retirement systems for public employees, teachers, other school employees, law enforcement officers, firefighters, state patrol officers, and judges on its website, http://www.wa.gov/DRS/employer/drsn/notable.htm.

JJ. Revenue Department

The Revenue Department issues several types of administrative decisions and guidance documents. Determinations of the Department's Interpretation and Appeals Section are published in Washington Tax Decisions (Michie, 1987-95, 14 vols.). An index and tables volume provides tables of statutes, rules, and excise tax bulletins cited; a subject index; and a table of cases reported. This set is no longer being published, but the Department's website, http://dor.wa.gov/wtd/wtdsearch.asp?no frames, includes a complete, searchable database of all determinations. As of August 2001, the database included up to volume 20, with determinations from 2001. Each volume is also available as a self-extracting, zipped file.


Property tax advisories (PTAs) are "interpretive and policy statements" issued by the Revenue Department. The text of these advisories are available on the Department's website, http://dor.wa.gov/menu/proptax/proplaws.htm?noframes. Property tax bulletins (PTBs), which were issued from 1970 to 1997, are being reviewed by the Department. Some may be incorporated into the Washington Administrative Code, some will be repealed, and others will be reissued as PTAs.¹

The Department offers a Taxpedia website, http://taxpedia.dor.wa.gov/, with:
- selected statutes from the Revised Code of Washington;
- selected regulations from the Washington Administrative Code;
- determinations from the Washington Tax Decisions series;
- tax cases decided by the appellate courts from 1989;
- selected Board of Tax Appeals decisions dealing with excise and property taxes;
- excise tax advisories from the 1960s;
- interim audit guidelines and audit directives; and
- property tax bulletins and property tax advisories.

Other online sources for tax and excise decisions include:
State & Local Taxes: Washington (RIA, CD-ROM) includes administrative law judge decisions from 1980, informational publications, and excise tax advisories and bulletins. This material is also available on the Internet by subscription to RIA’s Checkpoint product.


See also Section V, Databases, below.

KK. Secretary of State


Businesses register trademarks and service-marks with the Secretary of State. A DIALOG database of state-registered marks is available on Westlaw: MIP-TM. The Trademarkscan database is updated weekly and includes marks registered since 1900. To limit a search to marks registered in Washington state add “SR (Washington)” to the query. LexisNexis also offers a database of trademarks registered in Washington State: TRDMRK;WATM. It contains registration records back to April 1896.

See also Section V, Databases, below.

LL. Securities Division

Part of the Financial Institutions Department, the Securities Division issues interpretive letters and policy statements on the franchise and securities acts. The Blue Sky Law Reporter (Commerce Clearing House, 1975- ) contains selected interpretive and policy statements, opinion letters, and statements of policy. Washington materials are found in Volume 3A, along with a topical index and a checklist of old statements and their disposition.

The Division’s website includes the text of letters and statements from 1991:


Orders, opinions, and no-action or interpretive letters issued by the Securities Division are available on commercial legal research services, including:


See also Section V, Databases, below.

MM. Shorelines Hearings Board

The Board (sometimes called the Shorelands Hearings Board) is an independent, quasi-judicial agency that hears appeals on permits for use of the state shorelines. The Washington State Environmental Reporter (Book Publishing Company, 1974- ) contains summaries of cases from 1972 arranged by topic. The cumulative index and tables volume includes tables by case number, cases appealed to court, RCW and WAC citations, and a subject index. This service is updated quarterly.

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Online sources include:

- CD Law, from 1972.

**NN. Tax Appeals Board**

The Board hears appeals and decides cases from the county boards of equalization and the Revenue Department. Decisions from 1967 to 1984 were printed in Order, Final Decision. The Index of Decisions (1980) represents a “compilation of significant cases selected from the appeals filed with the Board through June 30, 1980.” Cases are indexed by subject and by case type: excise, exemptions, personal property, real property, intercounty utilities, assessment ratio, and open space act. A table gives status information on appealed cases. Washington Tax Decisions (Butterworths, 1987-96) prints decisions from 1987.


Online sources of the Board's decisions include:

- Board's website, http://bta.state.wa.us/Searchone.htm, with a searchable database of decisions from 1968.
- CD Law, from 1968.


**OO. Utilities and Transportation Commission**

The Commission regulates the rates, services, and practices of privately-owned companies that provide electric, gas, solid waste collection, telecommunications, transportation, and water services. Its decisions, and those of its predecessor, the Washington Public Service Commission, are well-documented.

Public Utilities Reports (Public Utilities Reports, Inc.) includes decisions from 1915 in four series (see table). Individual volumes contain tables of cases by jurisdiction. Four digest series provide subject and case name access. Decisions from this set appear in LexisNexis: WASH;WAPUR, from 1974; and in Westlaw: WA-PUR, from 1954.

The Commission also publishes the full text and summaries of orders. Commission Final Transportation Orders (1982- ) and Commission Final Utility Orders (1990- ) are issued monthly but are not indexed. LexisNexis: WASH;WAPUC contains decisions, opinions, and orders from July 1974.

A vast "document library" is available at the Commission's website, http://www.wutc.wa.gov/, with arbitrators' reports and decisions, briefs and memoranda, case schedules, comments, digests of orders, filing dispositions, formal case correspondence, hearing notices, interpretive letters, lists of regulated companies, minutes, opinions, orders, pleadings, policy statements, rulemaking letters and orders, settlement agreements and stipulations, solid waste plan review letters, transcripts, transportation dockets, and white papers. The material is organized under several schemes, including company, docket number, document type, industry, recent orders, and rulemakings by docket. Documents date from 1996.

V. Databases

Many Washington State agencies, boards, commissions, departments, and offices now provide Internet access to searchable databases of public records and other information they collect or maintain. Descriptions of databases available in the summer of 2001 follow, arranged by sponsoring agency.

The Accountancy Board's licensee database provides information on individual certified public accountants and CPA firms, http://www.cpaboard.wa.gov/search/default.htm. Individual CPA's are searchable by name and certificate number. CPA firms are searchable by name, certificate number, city, and state.

The Agriculture Department maintains a database of information on registered fertilizers, arranged by product name, http://www-app2.wa.gov/agr/product1.asp, and by registrant, http://www-app2.wa.gov/agr/supply1.asp. The databases contain company mailing address, telephone and fax numbers, chemical analysis of the product, and the presence of metals (such as arsenic, mercury, lead, and zinc).

The Office of Archaeology and Historic Preservation provides a searchable database of historic and cultural properties in Washington, http://www.qcd.wa.gov/info/lgd/oahp/register/index.tpl, including those properties on the Washington Historic Register and the National Register of Historic Places. Users may search by property or building name, address, or city.

The Ecology Department offers a fertilizer products database, http://www.ecy.wa.gov/programs/hwtr/fertilizer/reports/products.html. Another database lists facilities or sites of interest to the Department, http://www.ecy.wa.gov/services/as/iss/fsweb/fshome.html. Such facilities include hazardous waste disposal, storage, transfer, and treatment facilities; sites with underground storage tanks; sites holding wastewater discharge permits; and sites on the state or federal hazardous waste cleanup lists. Users may search the database by facility or site name, an Ecology F/S identifier, geographic location, Standard Industrial Classification code (SIC), type of interaction with the Ecology Department, or combinations of these attributes.

The Labor and Industries Department offers a searchable database of licensed contractors, electricians, and plumbers, https://wws2.wa.gov/lni/bbip/contractor.asp. Users may search the database by business name, personal name, contractor registration number, uniform business identifier (UBI), or city.

The Licensing Department's database, https://wws2.wa.gov/dol/profquery/LicenseeSearch.asp, covers all of the professions and occupations under its jurisdiction, including appraisers, architects, auctioneers, bail bond agents, camping resorts, cemeteries, collection agencies, cosmetologists and barbers, court reporters, employment agencies, engineers, funeral directors, geologists, land surveyors, landscape architects, notaries, onsite wastewater treatment systems, private investigators, professional athletics workers, real estate brokers, security guards, timeshares, travel agencies, vehicle dealers, and whitewater river outfitters. The database may be searched by occupation or profession, business name, personal name, license or dealer number, city, or county.

The Minority and Women's Business Enterprises Office provides a database of certified


In addition to its Taxpedia database, http://taxpedia.dor.wa.gov/, the Revenue Department maintains a State Business Records Database, http://dor.wa.gov/prd/index.htm?noframes. The searchable database contains information about businesses registered with the Department, including legal entity and "doing business as" names, tax reporting number, mailing address, business location, type of business entity, and the SIC code or NAICS number (useful for determining the type of business).

The Revenue Department’s Unclaimed Property Database, http://dor.wa.gov/unclaim/index.asp?noframes, identifies bank accounts, uncashed checks, utility or phone company deposits, safe deposit box contents, insurance proceeds, stocks, bonds, and mutual funds. The database is searchable by personal name. Information on filing a claim is also provided.

Two divisions of the Secretary of State’s office provide searchable databases. The Corporations Division offers the Registration Data Lookup service, https://wws2.wa.gov/sos/cor/search.jsp, which includes records on businesses incorporated in the State of Washington and corporations registered to do business in the state. The database includes corporations, limited liability companies, limited partnerships, limited liability partnerships, and other entities. The database is updated daily, Monday through Friday. The Secretary’s office also publishes a monthly corporation records microfiche set. This database is available on:

- CD Law, which offers this database for free searching (no subscription necessary).
- LexisNexis: WASH; WASOS.
- LexisNexis: ALLREC; WABIZ, which contains corporate registrations and fictitious business names (“doing business as”) records.
- Westlaw: WA-CORP.

The Charitable Solicitations Program offers another Registration Data Lookup service, http://208.51.252.194/sec_state/charities98/quick.tmpl. It lists charitable organizations registered with the State. Other names, addresses, phone numbers, fax numbers, email addresses, websites, purpose, tax status, assets, revenue, and expenditure date are provided. Also listed is the percent of total expenses devoted to programs for the past year. The database is updated daily, Monday through Friday.


Appendix: Administrative Agency Decisions at a Glance

The following table indicates the availability of agency decisions in printed and electronic sources. The print materials are divided into sources that provide the full text (Full) or summaries (Sum.) of decisions. The electronic sources include CD Law (CD), LexisNexis (LN), Westlaw (WL), and the World Wide Web (Web). More information about all of these sources is found in Sections III and IV, above.

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