

WAC 132R-175-070 Availability of public records. (1) Public records shall be available for inspection and copying during the customary office hours of the district. For the purposes of this chapter, the customary office hours shall be from 7:30 a.m. to 5:00 p.m., Monday through Thursday and from 7:30 a.m. to 2:30 p.m. on Friday, excluding legal holidays.

(2) The district will maintain its records in a reasonably organized manner. The district will take reasonable actions to protect records from damage and disorganization. A requestor shall not take the district's records from the district's offices without the permission of the public records officer. If, in the judgment of the public records officer, there is a possibility of the destruction of the public record, the public records officer shall make a copy of the record available to the requestor.

(3) A variety of records are available on the Big Bend Community College website at www.bigbend.edu. Requestors are encouraged to view the documents available on the website prior to submitting a records request.

[Statutory Authority: RCW 28B.50.140. WSR 18-17-027, § 132R-175-070, filed 8/6/18, effective 9/6/18; Order 73-8, § 132R-175-070, filed 5/4/73.]