

**WAC 516-09-020 Agency description—Contact information—Public records officer.** (1) Western Washington University is an institution of higher education, authority for which is located in chapter 28B.35 RCW. The administrative offices of the university are located at the university's main campus at Bellingham, Washington.

(2) Any person wishing to request access to public records of the university, or seeking assistance in making such a request, should contact the university's public records officer located at the main campus listed below:

Public Records Officer  
Western Washington University  
516 High Street  
Bellingham, WA 98225  
Phone: 360-650-2728  
Fax: 360-650-4228

Current contact information and additional information regarding release of public records can be found online at the public records officer's website.

(3) The public records officer will oversee compliance with the act but another university staff member may process the request. Therefore, these rules will refer to the public records officer or "designee." The public records officer or designee and the university will provide the "fullest assistance" to requestors; ensure that public records are protected from damage or disorganization; and prevent fulfilling public records requests from causing excessive interference with essential functions of the university.

[Statutory Authority: RCW 28B.35.120(12) and 42.56.100. WSR 18-01-078, § 516-09-020, filed 12/15/17, effective 1/15/18; WSR 16-09-114, § 516-09-020, filed 4/20/16, effective 5/21/16; WSR 08-01-106, § 516-09-020, filed 12/18/07, effective 1/18/08.]