

**WAC 132I-276-030 Request for documents—Procedure.** (1) For purposes of compliance with chapter 1, Laws of 1973, a records officer shall be designated by the college president. The duties of the records officer may include, but are not limited to, the implementation of the college's rules and regulations regarding release of public records, coordinating college staff in this regard, and generally insuring compliance by the staff with the public records disclosure requirements.

(2) All documents which are public records as defined by chapter 42.17 RCW are presumptively available for public access, except as restricted by WAC 132I-276-050. Any person wishing to inspect a public record shall submit a written request to the public records officer. The request must include the following information:

- (a) The name of the person requesting the record;
- (b) The calendar date on which the request was made;
- (c) The period of time for which information is requested;
- (d) The nature and description of the request;
- (e) In all cases in which a member of the public is making a request, it shall be the obligation of the public records officer or staff member to whom the request is made, to assist the member of the public in appropriately identifying the public record requested.

(3) The records officer or her/his designee shall, within five business days:

- (a) Make the requested document available (with exempt information redacted, if necessary); or
- (b) Provide an internet address and link on the college's web site to the specific records requested; or
- (c) Acknowledge receipt of the request and provide a reasonable estimate as to when the college will be able to respond to the request; or
- (d) State that such a document does not exist; or
- (e) Ask for clarification of the document requested; or
- (f) Deny access because the document is exempt from public inspection.

[Statutory Authority: RCW 28B.50.140. WSR 12-16-111, § 132I-276-030, filed 8/1/12, effective 9/1/12. Statutory Authority: Chapter 34.05 RCW et seq., RCW 28B.50.100 and 28B.50.140. WSR 92-15-115, § 132I-276-030, filed 7/21/92, effective 8/21/92.]