

WAC 132L-276-900 Appendix "A"—Request for public record to Centralia College.

REQUEST FOR PUBLIC RECORDS

To: Public Records Officer DATE OF REQUEST TIME OF REQUEST
Centralia College

PUBLIC RECORDS OR INFORMATION REQUESTED REQUESTED BY
 NAME:

 ORGANIZATION:

 MAILING ADDRESS:

 REQUESTER READ AND SIGN

COMPLETED BY PUBLIC RECORDS OFFICER ACKNOWLEDGMENT OF RECEIPT I understand that I must abide by the rules and regulations published by Centralia College for the protection of public records, a copy of which I have read and understand.

NO. OF COPIES AMOUNT RECEIVED DATE OF RECEIPT TIME OF RECEIPT

PUBLIC RECORDS OFFICER SIGNATURE RECIPIENT'S SIGNATURE

REASON IF UNABLE TO COMPLY: I understand that I will be charged per copy for all standard letter size copies I desire and that other size publications are available at cost.

 REQUESTOR'S SIGNATURE

Public records of Centralia College are provided for inspection and copying subject to the following regulations:

WAC 132L-276-120 Protection of public records.

- (1) No person shall knowingly alter, deface, or destroy public records of Centralia College.
- (2) Care and safekeeping of public records of Centralia College, furnished pursuant to a request for inspection or copying, shall be the sole responsibility of the requestor.
- (3) Records furnished for public inspection or copying shall be returned in good condition and in the same file sequence or organization as when furnished.
- (4) Boisterous or otherwise disruptive conduct by those requesting public records of Centralia College shall not be permitted.

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I have read, understand, and will comply with the above-stated regulations.

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Requestor's Signature and Date

[Statutory Authority: RCW 28B.50.140 and chapter 34.05 RCW. WSR 04-19-062, § 132L-276-900, filed 9/15/04, effective 10/16/04; Order 73-20, Appendix A (codified as WAC 132L-276-900), filed 5/18/73.]