

**WAC 495C-276-080 Requests for public records.** In accordance with the requirements of RCW 42.17.290 that agencies prevent unreasonable invasions of privacy, protect public records from damage or disorganization, and prevent excessive interference with essential functions of the agency, public records are only obtainable by members of the public when those members of the public comply with the following procedures:

(1) A request shall be made in writing on the district's request form found on the public records page of the college's website or by letter, fax, or email addressed to the public records officer or designee. The request shall include the following information:

(a) The name of the requestor;

(b) The address of the requestor and/or other contact information such as telephone number and email address;

(c) The time of day and calendar date on which the request was made;

(d) An appropriate description of the record(s) requested.

(2) 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 designee, to provide the fullest assistance to the requestor and to provide the most timely possible action.

[Statutory Authority: RCW 28B.50.140. WSR 19-16-095, § 495C-276-080, filed 8/1/19, effective 9/1/19. Statutory Authority: RCW 28B.50.140(13). WSR 00-12-019, § 495C-276-080, filed 5/26/00, effective 6/26/00. Statutory Authority: RCW 28B.50.140, 42.30.075 and 1991 c 238. WSR 92-19-091, § 495C-276-080, filed 9/16/92, effective 10/17/92.]