

**WAC 250-82-020 Agency description—Contact information—Public records officer.**

(1) The Washington higher education coordinating board administers all state student financial aid programs. These programs include state and federal student need based aid, merit based aid, workforce incentive aid, and other outreach programs. In addition, the board provides state level policy development, research, analysis, planning, and coordination of various issues confronting higher education. The Washington higher education coordinating board serves as the administrative agency for the state's guaranteed education tuition program, overseen by the GET committee. The Washington higher education coordinating board central office is located at 917 Lakeridge Way SW, P.O. Box 43430, Olympia, WA 98504-3430.

(2) Any person wishing to request access to public records of Washington higher education coordinating board, or seeking assistance in making such a request should contact the public records officer of the Washington higher education coordinating board:

Public Records Officer  
Washington Higher Education Coordinating Board  
917 Lakeridge Way SW  
P.O. Box 43430  
Olympia, WA 98504-3430  
Voice 360-753-7800  
Fax 360-753-7808  
publicrecordsofficer@hecb.wa.gov

Information is also available at the Washington higher education coordinating board website at <http://www.hecb.wa.gov/>.

(3) The public records officer will oversee compliance with the act but another Washington higher education coordinating board 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 Washington higher education coordinating board will provide the "fullest assistance" to requestors; create and maintain for use by the public and Washington higher education coordinating board officials an index to public records of the Washington higher education coordinating board; 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 Washington higher education coordinating board.

[Statutory Authority: RCW 42.56.100. WSR 07-12-026, § 250-82-020, filed 5/30/07, effective 6/30/07.]