

WAC 132Y-320-060 Public records officer. The district's public records shall be in the charge of the public records officer designated by the college president. The person so designated shall be located in the administrative offices of the district. That person may in turn designate persons in the administrative office to implement this section. The public records officer and their designee(s) shall be responsible for the following: The implementation of the district's rules and regulations regarding release of public records, coordinating the staff of the district in this regard, and generally ensuring compliance by the staff with the public records disclosure requirements of chapter 42.56 RCW.

The public records officer will also be responsible for providing full access to public records made available for inspection, for protecting the records from damage or disorganization, and for preventing excessive interference with essential college functions. Public records made available for inspection may not be damaged or altered in any way or removed from the office without the permission of the public records officer.

[Statutory Authority: RCW 28B.50.140. WSR 18-19-046, § 132Y-320-060, filed 9/14/18, effective 10/15/18. Statutory Authority: Chapter 28B.19 RCW. WSR 89-12-057 (Resolution No. 89-5-4), § 132Y-320-060, filed 6/6/89.]