

TRANSMITTAL OF RULES ADOPTED BY INSTITUTION OF HIGHER EDUCATION  
(Instruction for Completion on Back of Page)

FROM: Community College District VIII  
(Name of Institution)

TO: CODE REVISER  
LEGISLATIVE BLDG (Southwest Corner, Ground Floor)  
Olympia 98504

The enclosed  Permanent rules  
Emergency rules  , being order No. 11

relating to (Name of rules or description of subject matter)

Procedures for request of Public Records of Community College District VIII providing for access to public records in compliance with Initiative 276, procedures for requests for records, appeal procedures, and rules protecting the privacy of students and personnel of Bellevue Community College.

(ALTERNATIVE A. Use only for adoption of permanent rules)

pursuant to Notice No. 3875 ① filed with the code reviser on 2-13-73 ② were regularly adopted as permanent rules of this institution at Bellevue Community College on 3-6-73 and are herewith filed in the office of the code reviser pursuant to chapter 28B.19 RCW (1971 1st ex.s. c 57). The effective date of such rules shall be \_\_\_\_\_ . ③

(ALTERNATIVE B. Use only for adoption of emergency rules)

pursuant to its finding that the immediate adoption of these rules is necessary for the preservation of the public health, safety, or general welfare and that observance of the requirements of notice and opportunity to present views on the proposed action would be contrary to the public interest, were regularly adopted as emergency rules of this institution at \_\_\_\_\_ on \_\_\_\_\_ and are herewith filed in the office of the code reviser pursuant to chapter 28B.19 RCW (1971 1st ex.s. c 57).

The undersigned hereby certifies that the requirements of chapter 28B.19 RCW (1971 1st ex.s. ch 57) and of the Open Public Meetings Act of 1971, chapter 42.30 RCW (1971 1st ex.s. ch 250) have been fulfilled.

Dated this \_\_\_\_\_ 6th day of March 1973.

STATE OF WASHINGTON  
**FILED**  
MAR 12 1973  
CODE REVISER'S OFFICE  
DOCKET # 2653 FILE # 1

Community College District VIII  
(INSTITUTION)  
Merle E. Landerholm  
By Merle E. Landerholm  
Secretary, Board of Trustees  
Title

Effective 9/7/71

[Form CR-5]

①

Notice number as appears on the copy of notice returned to you by reviser's office (if proceedings were continued, use no. of last notice)

②

Stamped date as appears on the copy of notice returned to you by reviser's office (if proceedings were continued, use date of last notice)

③

Unless a later date is specified in this order or is prescribed in another statute, rules are effective 30 days after filing: RCW 28B.19.050(2) (1971 1st ex.s. c 57 §5 (2)).  
Leave this space blank except in such special cases.

STATE OF WASHINGTON  
COMMUNITY COLLEGE DISTRICT VIII  
BOARD OF TRUSTEES

RESOLUTION NO. 34

Administrative Order No. 11

A RESOLUTION Relating to the adoption of permanent rules pertaining to  
Access to Public Records of Community College District VIII.

BE IT RESOLVED BY THE BOARD OF TRUSTEES OF COMMUNITY COLLEGE DISTRICT VIII,  
STATE OF WASHINGTON.

WAC 132H-168-010 through WAC 132H-168-090. ACCESS TO PUBLIC RECORDS.

APPROVED AND ADOPTED March 6, 1973.

BOARD OF TRUSTEES

(absent)

Roy S. Peterson, Chairman  
Board of Trustees

Robert F. Hayman  
Robert F. Hayman, Vice-Chairman

C. W. Duffy  
C. W. Duffy, Trustee

(absent)

Bob T. Gardner, Trustee

Harriet S. Jaquette  
Harriet S. Jaquette, Trustee

ATTEST:

Merle E. Landerholm  
Merle E. Landerholm  
Secretary, Board of Trustees



new WAC 132H-168-010 ACCESS TO PUBLIC RECORDS. This chapter shall be known as Community College District VIII Rules on Public Records.

new WAC 132H-168-020 PURPOSE. The purpose of this chapter shall be to ensure compliance by Community College District VIII with the provision of Initiative 276, Disclose-Campaign Finances-Lobbying-Records, while at the same time preserving the orderly operation of the community College district and the privacy of the students and employees of the school.

new WAC 132H-168-030 REQUEST FOR DOCUMENTS - PROCEDURE. (1) All documents which are public records as defined in 2(24) of Initiative 276 are presumptively available for public access, except as restricted by WAC 132H-168-050. Any person wishing to inspect a public record shall submit FORM Adm50-5001, described in WAC 132H-168-010. Each request must be presented to the secretary to the President or to the secretary to the Records Officer during regular office hours of the school, as defined in WAC 132H-168-080.

(2) The officer to whom the request is presented shall, by the close of that business day, if the request is presented before noon, or noon the following business day if the request is presented in the afternoon, 1) make the requested document available, or 2) state that such a document does not exist, or 3) ask for clarification of the document requested, or 4) deny access because the document is exempt from public inspection under WAC 132H-168-050. The action taken shall be marked on FORM Adm 50-5001 and returned to the person submitting the form.

new WAC 132H-168-040 APPEAL. (1) If access to the record is denied by the officer pursuant to WAC 132H-168-030, the person requesting the document may appeal to the campus president or to the college Records Officer who serves as secretary of the Administrative Committee. The appellant shall file FORM Adm50-5002 together with FORM Adm50-5001 as returned, with the secretary to the campus President or secretary to the college Records Officer, during the day the appeal is returned if returned prior to 3:00 p.m., or by 11:00 a.m. the following business day if returned after 3:00 p.m. The campus President or the college Records Officer shall answer the appeal by returning FORM Adm50-5002 to the person requesting the record before the end of the second business day following the original denial of inspection on FORM Adm50-5001, unless a later time is indicated in the form. If no disposition is made by the end of the second business day following the denial on FORM Adm50-5001, the appeal shall be considered denied.

(2) If an appeal is filed after the time required in WAC 132H-168-040(1), then the return date shall be the end of the second business day following the filing of the appeal.

(3) The filing of a request and the return of FORM Adm50-5001 and FORM Adm50-5002 indicating the disposition, is made by leaving the form with the secretary of the Records Officer. The secretary of the officer shall mark the time and date of 1) the receipt of the form, 2) the return of the form with disposition, and 3) the demand made for return by the person submitting the form. A request shall be deemed denied or an appeal denied only after the person filing the form has made a demand for

the return of FORM Adm50-5001, or FORM Adm50-5002 at the appropriate time from the secretary to the President or secretary to the Records Officer.

(4) Administrative remedies shall not be considered exhausted until the President or the Records Officer has returned the appeal form, or until the close of the second business day following denial of inspection if the appeal form has been properly filed but not returned.

new WAC 132H-168-050 EXEMPTIONS. (1) Public access to documents exempt under Section 31(1) of Initiative 276 shall not be granted, unless the officer determines that disclosure would not affect any vital governmental interest. If the interest can be protected by deletion of personal references, access shall be granted following deletion of such material, and a reasonable time shall be allowed for deleting the material.

(2) Community College District VIII individual student files shall be available for inspection only upon the expressed or implied consent of the student. Exceptions to the above are: 1) those required by law, or 2) those person(s) fulfilling their Community College District VIII employment obligations, or 3) those person(s) in accordance with their assigned responsibility as appointed by the President to serve in an official college capacity, or 4) the Board of Trustees of Community College District VIII.

(3) Individual files of applicants, employees, and officers of Community College District VIII are available only to members of the faculty and staff of Community College District VIII who are entrusted with the care and custody of the files, to supervisory personnel, and to the business staff for purposes necessary to carrying out their functions. The only information contained in the individual file of an employee which shall be available for public inspection shall be the name, status, salary and teaching duties of the employee. The employee, however, shall have full access to his personnel file as agreed upon in the employee-organization contract.

new WAC 132H-168-060 COPYING. Persons granted access to public records pursuant to FORM Adm50-5001 may request a copy of such documents as they desire by completing FORM Adm50-5004 titled "Request for Copy of Public Records" and paying \$0.05 per requested copy. The charge of \$0.05 per copy is the reasonable cost of paper and copying charges for Community College District VIII.

new WAC 132H-168-070 PROTEST. Any student, employee or applicant who believes a document has been or is about to be released and who believes his or her right to privacy will be infringed by public inspection of the document may file a protest with the President of the campus or the college Records Officer. If after consideration of the request for inspection and the protest, the President or Records Officer believes inspection should be denied, he or she should take appropriate action, including, if appropriate, the filing of a Section 33 request for an injunction.

new WAC 132H-168-080 OFFICE HOURS. For purposes of this chapter, the regular office hours of Community College District VIII shall be considered 9:00 a.m. through 4:00 p.m. Monday through Friday; except for Legal Holidays for State Employees.

new WAC 132H-168-090 SANCTIONS. If a person granted access to public records pursuant to this chapter destroys, mutilates or fails to return such documents, or who returns the documents in an unreasonably disorganized fashion, or uses copies of public records to compile a mailing list for commercial purposes, a campus President may order that that person be denied further access to documents of the Community College District. Any person wishing to contest such an order may request a hearing before the President or his designee concerning the charges, and such a hearing shall be considered a contested case for purposes of Ch 28B.19 RCW.

If a student or employee of the District willfully destroys or mutilates records of the District he will be subject to disciplinary proceedings pursuant to the Student Code of Rights and Responsibilities, or the relevant rules and regulations of the District pertaining to faculty and classified staff.





BELLEVUE COMMUNITY COLLEGE  
Community College District No. 8  
Bellevue, Washington 98007

R E Q U E S T F O R P U B L I C R E C O R D S

Please complete the information requested and file with the secretary to the campus President, Room A201 or the secretary to the college Records Officer, Room A103.

NAME OF REQUESTER:

\_\_\_\_\_  
Last First M.I. Date of Request

\_\_\_\_\_  
Street & Number City State Zip Telephone No.

\_\_\_\_\_  
Representing self, company, organization, etc.

Specific title of record(s) requested: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If title(s) not known, be as specific as possible in defining the record(s) you wish to review \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I certify that the information obtained through this Request for Public Records will not be used to compile a mailing list for commercial purposes. I also agree to return the document(s) unharmed and in an orderly fashion.

\_\_\_\_\_  
Requester's Signature

-----  
For Office Use Only -----

DISPOSITION

The requested document is available for inspection.

The school is not in possession of such a document.

Please clarify precisely what documents are being requested as it cannot be determined from your application what documents are desired.

(see reverse side)

The request is denied because the document is:

- (a) Personal information in a file maintained for a student of this institution.
- (b) Personal information in a file maintained for an employee of the District disclosure of which would violate the employee's right to privacy.
- (c) A preliminary draft, note, recommendation or intra-agency memorandum in which opinions are expressed or policies formulated or recommended, which document has not been publicly cited by this agency in connection with an agency action.
- (d) A record which is relevant to a controversy to which this agency is a party which record would not be available to another party under the rules of pretrial discovery.
- (e) The document contains personal information which, when deleted, can be released, and such deletions will be completed by \_\_\_\_\_
- (f) Other \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signed \_\_\_\_\_

Title \_\_\_\_\_

A refusal to make a record available for inspection may be appealed to a campus President or the Records Office. If the request is denied prior to 3:00 p.m. the appeal should be filed by the close of the business day. If the request is denied after 3:00 p.m. the appeal should be filed by 11:00 a.m. of the next business day.

Received: \_\_\_\_\_ Returned: \_\_\_\_\_ Demanded: \_\_\_\_\_  
Date Time Date Time Date Time

APPEAL TO DECISION TO REVIEW PUBLIC RECORDS

Please complete the information requested and file this form with the secretary to the President or with the secretary to the college Records Officer.

APPELLANT'S NAME: \_\_\_\_\_  
Last First M.I. Date of Appeal

Filed with the office of: \_\_\_\_\_

The appellant has been denied inspection of a document which is possessed by Community College District VIII. The denial was made following submission of Form I attached hereto.

The appellant appeals the disposition made on Form I and requests that you review this denial prior to the close of the second business day following the denial of the request.

\_\_\_\_\_  
Appellant's Signature

The appellant understands that the President is not available until \_\_\_\_\_ Day

\_\_\_\_\_ and agrees to an extension of the return  
Date Time

time as stated above.

\_\_\_\_\_  
Appellant's Signature

For Office Use Only

DISPOSITION

- Inspection of the document(s) is granted.
- Inspection will be granted following deletion of personal material in the requested document(s).
- Inspection of the document(s) is denied because.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signed: \_\_\_\_\_  
Title: \_\_\_\_\_

Received: \_\_\_\_\_ Returned: \_\_\_\_\_ Demanded: \_\_\_\_\_  
Date Time Date Time Date Time

RECORDS OFFICE REQUEST FOR REVIEW  
OF PUBLIC RECORDS

NAME OF REQUESTER: \_\_\_\_\_  
Last First M.I. Date

Representing self, company, organization, etc. \_\_\_\_\_

Record requested: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If you desire to express an opinion relative to the release of this record  
please state below:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Record(s) scheduled for review: \_\_\_\_\_  
Day Date Time

Please call 641-2205, college Records Officer when the record is available  
for pickup.

\_\_\_\_\_  
College Records Officer

R E Q U E S T F O R C O P Y O F P U B L I C R E C O R D

NAME OF REQUESTER: \_\_\_\_\_  
Last First M.I. Date of Request

Upon approval of Form I "Request of Public Records," copies of approved records may be made. Please identify the record(s) you wish copied and present this form to the secretary to the Records Officer. You will be required to pay for all copies requested at the rate of \$0.05 per page before receiving them.

Specific title of record(s) requested: \_\_\_\_\_

If title(s) are not known, be as specific as possible in defining the record(s) you wish copied:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Requester's Signature

Copy Authorized by: \_\_\_\_\_  
Signature  
For Office Use Only \_\_\_\_\_

Document: \_\_\_\_\_ Document: \_\_\_\_\_

Page numbers copied \_\_\_\_\_ Page numbers copied \_\_\_\_\_

Copies per page \_\_\_\_\_ Copies per page \_\_\_\_\_

Document: \_\_\_\_\_ Document: \_\_\_\_\_

Page numbers copied \_\_\_\_\_ Page numbers copied \_\_\_\_\_

Copies per page \_\_\_\_\_ Copies per page \_\_\_\_\_

Total number of copies \_\_\_\_\_ Amount of fee to be collected: \$ \_\_\_\_\_

Copied by: \_\_\_\_\_ Date: \_\_\_\_\_  
Signature