

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. 23

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

Amendment of permanent rules - Access to Public Records for Community
College District VIII.

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

pursuant to Notice No. 4793 ① filed with the code reviser
on August 9, 1974 ② were regularly adopted as permanent rules of this
(date)
institution at Bellevue Community College on 9-3-74 and are herewith
(place) (date)
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

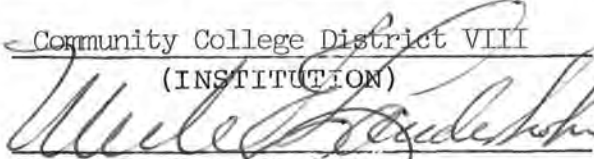
(ALTERNATIVE B. Use only for adoption of emergency rules)

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
(place) (date)
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 3rd day of September 1974.

STATE OF WASHINGTON
FILED
SEP - 9 1974
CODE REVISER'S OFFICE
DOCKET # 452 FILE # 1

Community College District VIII
(INSTITUTION)

By Merle E. Landerholm
Secretary, Board of Trustees
Title

- 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. 49

Administrative Order 23

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

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

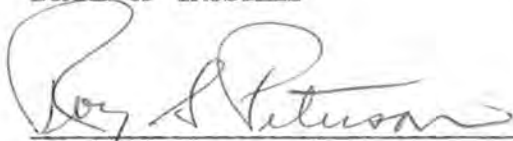
WAC 132H-168-030 REQUEST FOR DOCUMENTS - PROCEDURE is hereby amended.

WAC 132H-168-040 APPEAL is hereby amended.

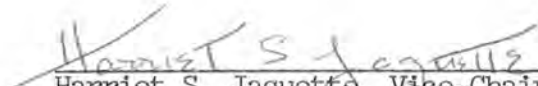
WAC 132H-168-060 COPYING is hereby amended.

APPROVED AND ADOPTED September 3, 1974.

BOARD OF TRUSTEES



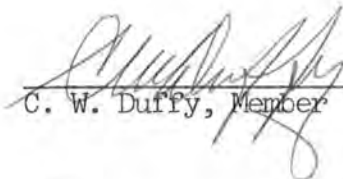
Roy S. Peterson, Chairman




Harriet S. Jaquette, Vice-Chairman



Neil L. McReynolds, Member



C. W. Duffy, Member

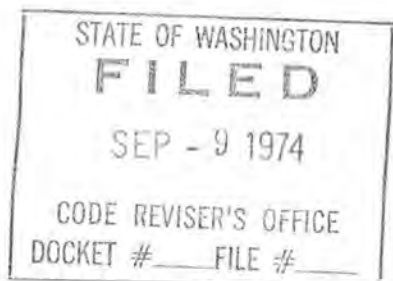


Delores E. Teutsch, Member

ATTEST:



Merle E. Landerholm
Secretary, Board of Trustees



Chapter 132H-168

ACCESS TO PUBLIC RECORDS FOR COMMUNITY COLLEGE DISTRICT VIII

and

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 BCC 010-072. 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 BCC 010-072 and returned to the person submitting the form.

and

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 to the Administrative Committee. The appellant shall file FORM BCC 010-073 together with FORM BCC 010-072 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 BCC 010-073 to the person requesting the record before the end of the second business day following the original denial of inspection on FORM BCC 010-072, 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 BCC 010-072, the appeal shall be considered denied. (2) If an appeal is filed after the time required in WAC 132H-16-040(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 BCC 010-072 and FORM BCC 010-073 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 BCC 010-072 or FORM BCC 010-073 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.

and

WAC 132H-168-060 COPYING. Persons granted access to public records pursuant to FORM BCC 010-072 may request a copy of such documents as they desire by completing FORM BCC 010-075 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.