

WAC 132T-175-020 Definitions. (1) Public records.

"Public record" indicates any writing containing information relating to the conduct of governmental or the performance of any governmental or proprietary function prepared, owned, used or retained by any state or local agency regardless of physical form or characteristics. Only records that are required to be retained by the district are included in this definition. This definition does not include records held by volunteers who:

- (a) Do not serve in an administrative capacity;
- (b) Have not been appointed by the district to a district board, commission, or internship; and
- (c) Do not have a supervisory role or delegated district authority.

(2) Writing.

"Writing" means handwriting, typewriting, printing, photostating, photographing, and every other means of recording any form of communication or representation, including letters, words, pictures, sounds; or symbols, or combination thereof, and all papers, maps, magnetic or paper tapes, photographic films and prints, magnetic or punched cards, discs, drums, motion pictures, film and video recordings, diskettes, sound recordings, and other documents including existing compilations from which information may be obtained or translated. An email, text, social media posting and database are, therefore, also "writings."

(3) Bot request.

"Bot request" is a request for public records that the Community College District No. 20 reasonably believes was automatically generated by a computer program or script.

(4) Community College District No. 20.

Community College District No. 20 was established pursuant to the Community College Act of 1967. Community College District No. 20 shall be referred to as the "district." Where appropriate, the term Community College District No. 20 also refers to the staff and employees of the Community College District No. 20.

[Statutory Authority: RCW 28B.50.14 [28B.50.140] and chapter 42.56 RCW. WSR 19-09-021, § 132T-175-020, filed 4/9/19, effective 5/10/19; Order 73-7, § 132T-175-020, filed 3/23/73.]