



Request for Public Records

(Pursuant to CBC's Chapter 132S-010 WAC)

Requesting Party _____ Date: ____/____/____
Company or agency (if Applicable) _____
Address: _____
Telephone: (____) _____ Fax (____) _____ E-mail: _____@_____
Signature: _____

Individual named above seeks to:

- 1. Inspect and/or
- 2. Receive copy of public record of:

Identified as:

- 3. Is the inspection or copying of any requested public record(s) for commercial purposes? Yes No
If yes, indicate the record: _____.

The public records officer shall be responsible for implementing the College's rules and regulations and regarding release of public records coordinating the staff of the College in this regard, and generally ensuring the compliance with the public record laws under Chapter 42.56 RCW and as hereinafter amended.

Action by Public Records Officer

Date request received _____ Request Granted
Department provide records _____ Date Requestor notified: _____

Subject _____
 Inspection only Copies Requested Number of Pages _____
(15 cents per copy) \$ _____

Request not granted pursuant to Chapter 42.56 RCW (_____)
Reason and disposition of matter: _____

Request Completed

Copies received _____ Date: ____/____/____
Requestor
Date copies mailed _____ Date: ____/____/____
Signature: _____
Public Records Officer or Designee