



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