



# 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