Chapter 132M-110 WAC
PUBLIC RECORDS DISCLOSURE POLICY

WAC 132M-110-010 Purpose. The purpose of this chapter shall be to ensure compliance by the Community College District Number Thirteen with the provisions of chapter 42.17 RCW Disclosure—Campaign finances—Lobbying—Records; and in particular with RCW 42.17.250-42.17.320 of that act, dealing with public records.

[Order 1-75, § 132M-110-010, filed 11/10/75.]

WAC 132M-110-020 Definitions. (1) Public records. "Public record" indicates those documents which contain information relating to the conduct of government 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.

(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 and other documents.

(3) Community College District Number Thirteen. The Community College District Number Thirteen is an agency organized by statute pursuant to RCW 28B.50.040. The Community College District Number Thirteen shall hereinafter be referred to as the "college" and includes the institution known as Lower Columbia College. Where appropriate, the term college also refers to the board of trustees, and the officers, agents, and employees of the college.

[Order 1-75, § 132M-110-020, filed 11/10/75.]

WAC 132M-110-030 Description of central and field organization of Community College District Number Thirteen. District number thirteen is a community college district organized under RCW 28B.50.040. The college administrative office and its staff are located at Lower Columbia College, 1600 Maple Street, Longview, Washington, 98632.

[Order 1-75, § 132M-110-030, filed 11/10/75.]

WAC 132M-110-040 Operations and procedures. The college is established under RCW 28B.50.040 to implement the educational purposes established under RCW 28B.50.020. The college district is operated under the supervision and control of a board of trustees. The board of trustees is made up of five members each appointed by the governor to a term of five years. The trustees meet the third Wednesday of each month, unless otherwise determined, at a place designated by the chairman of the board in accordance with public notice and hold such special meetings as are announced by public notice. At such time, the trustees exercise the powers and duties granted it under RCW 28B.50.140.

[Order 1-75, § 132M-110-040, filed 11/10/75.]

WAC 132M-110-050 Public records availability. All public records of the college, as defined in WAC 132M-110-020 are deemed to be available for public inspection and copying pursuant to these rules, except as otherwise provided by RCW 42.17.310 and WAC 132M-110-100.

[Order 1-75, § 132M-110-050, filed 11/10/75.]

WAC 132M-110-060 Public records officer. The college's public records shall be in the charge of the records officer designated by the college president. The person so designated may in turn designate persons in the administrative office to implement this section. The records officer and his designees shall be responsible for:

(1) The implementation of the rules and regulations of the college regarding release of public records.

(2) Coordinating the staff of the college in this regard.

(3) Insuring compliance by the staff with the public disclosure requirements of chapter 42.17 RCW.

[Order 1-75, § 132M-110-060, filed 11/10/75.]

WAC 132M-110-070 Office hours. Public records shall be available for inspection and copying during the customary office hours of the college. For the purposes of this chapter the customary office hours shall be from 9:00 a.m. to noon and from 1:00 p.m. to 4:00 p.m., Monday through Friday, excluding legal and other college holidays.

[Order 1-75, § 132M-110-070, filed 11/10/75.]

WAC 132M-110-080 Requests for public records. In accordance with requirements of chapter 42.17 RCW that agencies prevent unreasonable invasions of privacy, protect public records from damage or disorganization, and prevent excessive interference with essential functions of the agency, public records may be inspected or copied or copies of such records may be obtained, by members of the public, upon compliance with the following procedures:

(1) A request shall be made in writing upon a form prescribed by the college which shall be available at its adminis-
trative office on the campus. The form shall be presented to
the records officer and/or his designees at the administrative
office on the campus during customary office hours. The
request shall include the following information:
(a) The name of the person requesting the record;
(b) The time of day and calendar date on which the
request was made;
(c) The nature of the request;
(d) If the material requested is referenced within the cur-
rent index maintained by the records officer, a reference to
the requested record as it is described in the index;
(e) If the material requested is not identifiable by refer-
ence to the current index, an appropriate description of the
record requested.
(2) In all cases in which a member of the public is mak-
ing a request, it shall be the obligation of the records officer
and/or his designees to assist the member of the public in
appropriately identifying the public record requested.
(3) The records officer and/or his designee to whom the
request is presented shall respond promptly and
(a) Make the requested document available, or
(b) State that such a document does not exist, or
(c) Ask for clarification of the document requested, or
(d) Deny access if the record is exempt from public
inspection under WAC 132M-110-050 as determined by
RCW 42.17.310.
[Order 1-75, § 132M-110-080, filed 11/10/75.]

WAC 132M-110-090 Copying. No fee shall be charged
for the inspection of public records. The college shall charge
a minimum fee of twenty-five cents per page of copy for pro-
viding copies of public records. In the event the copying of
public records would unreasonably burden existing personnel
of the college, or additional personnel and/or equipment
would have to be added because of the request(s) for copying
the public records, then a reasonable charge may be added to
the twenty-five cents per copy minimum to reflect the cost for
additional personnel or equipment. The increased cost shall
be determined by the records officer and shall be stated on the
form requesting the copying of public records when the same
request is approved by the records officer. In any case where
the records officer estimates that the cost of duplication of a
request will exceed ten dollars, then he may at his discretion
require an advance payment of all or a percentage of the cost
estimate prior to complying with the request for duplication.
When, in the opinion of the records officer, it would be less
expensive or more practical to duplicate public records by
contract with a printing company, then the records officer
shall have the authority to do the same and the actual cost of
the printing shall be paid by the person requesting the dupli-
cation.
[Order 1-75, § 132M-110-090, filed 11/10/75.]

WAC 132M-110-100 Exemptions. (1) The college
reserves the right to determine that a public record requested
in accordance with the procedures outlined in WAC 132M-
110-080 is exempt under the provisions of chapter 42.17
RCW.
(2) In addition, pursuant to RCW 42.17.260, the college
reserves the right to delete identifying details when it makes
available or publishes any public record, in any case when
there is reason to believe that disclosure of such details would
be an invasion of personal privacy protected by chapter 42.17
RCW. The records officer and/or his designee will fully jus-
tify such deletion in writing.
(3) All denials of requests for public records must be
accompanied by a written statement specifying the reason for
the denial, including a statement of the specific exemption
authorizing the withholding of the record and a brief explana-
tion of how the exemption applies to the record withheld.
[Order 1-75, § 132M-110-100, filed 11/10/75.]

WAC 132M-110-110 Review of denials of public
records. (1) Any person who objects to the denial of a
request for a public record may petition for prompt review of
such decision by tendering a written request for review. The
written request shall specifically refer to the written state-
ment by the records officer and/or his designees which con-
stituted or accompanied the denial.
(2) Immediately after receiving a written request for
review of a decision denying a public record, the records offi-
cier and/or his designee denying the request shall refer it to
the college president. The college president or his designee
shall immediately consider the matter and either affirm or
reverse such denial or consult with the attorney general to
review the denial. In any case, the request shall be returned
with a final decision within two business days following the
original denial.
(3) Administrative remedies shall not be consid-
ered exhausted until the college has returned the petition with a
decision or until the close of the second business day follow-
ing denial of inspection, whichever occurs first.
[Order 1-75, § 132M-110-110, filed 11/10/75.]

WAC 132M-110-120 Protection of public records.
Requests for public records shall be to the agency records
officer and/or his designees in the appropriate locations on
the campus. Public records and a facility for their inspection
will be provided by the records officer and/or his designees.
Such records shall not be removed from the place designated
for their inspection. Copies shall be made only at Lower
Columbia College. If copying facilities are not available at
the college, the college will arrange to have copies made
commercially according to the provisions of WAC 132M-
110-090.
[Order 1-75, § 132M-110-120, filed 11/10/75.]

WAC 132M-110-130 Records index. (1) The records
officer and/or his or her designee has available to all persons
a current index which provides identifying information as to
those records promulgated and indexed since June 30, 1972,
pursuant to RCW 42.17.260. The records officer shall be
located in the Personnel Office, Lower Columbia College,
1600 Maple Street, Longview, WA 98632. The college's
schedule for revising and updating the index may be obtained
by contacting the records officer.
(2) The index shall reference records by one or more of
the following classifications: Date of implementation, sub-
ject matter, or organizational unit.

[Ch. 132M-110 WAC—p. 2]
(3) The current index promulgated by the district shall be available to all persons under the same rules and on the same conditions as are applied to public records available for inspection.

[Statutory Authority: RCW 28B.50.140. 92-09-004, § 132M-110-130, filed 4/2/92, effective 5/3/92; Order 1-75, § 132M-110-130, filed 11/10/75.]

WAC 132M-110-140 Adoption of form. The college hereby adopts for use by all persons requesting inspection and/or copying or copies of its records SF 276, attached hereto as Appendix "A," entitled "request for public record."

[Order 1-75, § 132M-110-140, filed 11/10/75.]

### REQUEST FOR PUBLIC RECORD

<table>
<thead>
<tr>
<th>TO</th>
<th>NAME OF STATE AGENCY</th>
<th>DATE OF REQUEST</th>
<th>TIME OF REQUEST</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>PUBLIC RECORDS OR INFORMATION REQUESTED</td>
<td></td>
<td>REQUESTED BY</td>
</tr>
</tbody>
</table>

**REQUESTER READ AND SIGN**

**Completing by Agency Public Records Officer**

<table>
<thead>
<tr>
<th>NO. OF COPIES</th>
<th>AMOUNT RECEIVED</th>
<th>DATE OF RECEIPT</th>
<th>TIME OF RECEIPT</th>
</tr>
</thead>
</table>

**Public Records Officer**

<table>
<thead>
<tr>
<th>PUBLIC RECORDS OFFICER</th>
<th>RECIPIENT'S SIGNATURE</th>
</tr>
</thead>
</table>

**Reason if agency is unable to comply**

**REQUESTER'S SIGNATURE**

Form SF 276 (675)

[Order 1-75, Appendix A (codified as WAC 132M-110-990), filed 11/10/75.]