### WAC 132K-276-040 Operations and procedures.

The district is established under RCW 28B.50.040 to implement the educational purposes established by 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 second Wednesday of each month at 12:30 p.m. in the district office board room of Community College District No. 11, unless public notice is given of a different time and location. At such time the trustees exercise the powers and duties granted it under RCW 28B.50.140.

records officer; or to any member of the district's staff, if the public records officer is not available, at the administrative office of the district 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 matter requested is referenced within the current index maintained by the records officer, a reference to the requested record as it is described in such current index;
(e) If the requested matter is not identifiable by reference to the district's current index, an appropriate description of the record requested.

(2) In all cases in which a member of the public is making a request, it shall be the obligation of the public records officer or staff member to whom the request is made, to assist the member of the public in appropriately identifying the public record requested.

[Order 18, § 132K-276-090, filed 5/11/73.]

WAC 132K-276-090 Copying. No fee shall be charged for the inspection of public records. The district shall charge a fee of 10¢ per page of copy for providing copies of public records and for use of the district's copy equipment. This charge is the amount necessary to reimburse the district for its actual costs incident to such copying. If a particular request for copies requires an unusually large amount of time, or the use of any equipment not readily available, the district will provide copies at a rate sufficient to cover any additional cost. All fees must be paid by money order, cashier's check or cash in advance.

[Order 18, § 132K-276-090, filed 5/11/73.]

WAC 132K-276-100 Exemptions. (1) The district reserves the right to determine that a public record requested in accordance with the procedures outlined in WAC 132K-276-080 is exempt under the provisions of section 31, chapter 1, Laws of 1973.

(2) In addition, pursuant to section 26, chapter 1, Laws of 1973, the district reserves the right to delete identifying details when it makes available or publishes any public records, in any cases when there is reason to believe that disclosure of such details would be an invasion of personal privacy protected by chapter 1, Laws of 1973. The public records officer will fully justify such deletion in writing. (See also, board of trustees Resolution No. 72-32, 7-10-72)

(3) All denial 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 explanation of how the exemption applies to the record withheld.

[Order 18, § 132K-276-100, filed 5/11/73.]

WAC 132K-276-110 Review of denials of public records requests. (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 statement by the public records officer or other staff member which constituted or accompanied the denial.

(2) Immediately after receiving a written request for review of a decision denying a public record, the public records officer or other staff member denying the request shall refer it to the president of the college. The 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 considered exhausted until the district has returned the petition with a decision or until the close of the second business day following denial of inspection, whichever occurs first.

[Order 18, § 132K-276-110, filed 5/11/73.]

WAC 132K-276-120 Protection of public records. Requests for public records shall be made in the Community College District No. 11 Administration Office, 9404 East 112th Street, Puyallup, Washington. Public records and a facility for their inspection will be provided by the public records officer. Such records shall not be removed from the place designated for their inspection. Copies shall be made at Community College District No. 11 offices. If copying facilities are not available at the college, the college will arrange to have copies made commercially according to the provisions of WAC 132K-276-090.

[Order 18, § 132K-276-120, filed 5/11/73.]

WAC 132K-276-130 Records index. (1) The district has available to all persons a current index which provides identifying information as to the following records issued, adopted or promulgated since June 30, 1972.

"(a) Final opinions, including concurring and dissenting opinions, as well as orders, made in the adjudication of cases;
(b) Those statements of policy and interpretations of policy, statute and the constitution which have been adopted by the agency;
(c) Administrative staff manuals and instructions to staff that affect a member of the public;
(d) Planning policies and goals, and interim and final planning decisions;
(e) Factual staff reports and studies, factual consultant's reports and studies, scientific reports and studies, and any other factual information derived from tests, studies, reports or surveys, whether conducted by public employees or others; and
(f) Correspondence, and materials referred to therein, by and with the agency relating to any regulatory, supervisory or enforcement responsibilities of the agency, whereby the agency determines, or opines upon, or is asked to determine or opine upon, the rights of the state, the public, a subdivision of state government, or of any private party."

(2) Availability. 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.

[Order 18, § 132K-276-130, filed 5/11/73.]
WAC 132K-276-140 Adoption of form. The district hereby adopts for use by all persons requesting inspection and/or copying or copies of its records, the form attached hereto as Appendix A, entitled "request for public record."

[Order 18, § 132K-276-140, filed 5/11/73.]

WAC 132K-276-990 Appendix A—Request for public records.

Appendix "A"
Request for public record to
Community College District No. 11

(a) ........................................ ........................................
Signature  Signature (Please Print)

.................................................................
Name of Organization, if Applicable

.................................................................
Mailing Address of Applicant  Phone Number

(b) ........................................ ........................................
Date request made at Community College District No. 11  Time of Day
Request Made

(c) Nature of Request  ........................................

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(d) Identification Reference on Current Index  ............
Please Describe

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(e) Description of Record, or Matter, Requested if not Identifiable by Reference to the Community College District No. 11's Current Index  ........................................

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Request: Approved  ............ By  ............
Date  Public Records Officer

Denied Date  ............

Reasons for Denial:

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Referred to  ............ Date  ............
By  ............
Public Records Officer

[Order 18, Appendix A (codified as WAC 132K-276-990), filed 5/11/73.]