



Request for Public Records

(Pursuant to CBC Public Records Disclosure Policy & Procedure)

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 insuring the compliance with the public record laws under Chapter 42.17 RCW and as hereinafter amended. [Note: Effective July 1, 2006, the Public Records law will be moved to Chapter 42.56 RCW]

Action by Public Records Officer

Date request received _____

Request Granted

Department provide records _____

Date Requestor notified: _____

Subject _____

Inspection only

Copies Requested

Number of Pages _____

(25 cents per copy) \$ _____

Receipt Number _____

Request not granted pursuant to RCW 42.17.260 (_____)

Reason and disposition of matter: _____

Request Completed

Copies received _____

Date: ___/___/___

Requestor

Date copies mailed _____

Date: ___/___/___

Signature: _____

Public Records Officer or Designee