Board Policy:	Policy Number:
Public Records and Contact Information	BP01: 01.019
Article: 1.) Institutional Integrity/ Board of Trustees **Section:** 1.) Legal Status	**Adopted by the BOT:** 2/09/2005 **Reviewed:**
Applicable WAC/RCW:	Page 1 of 2

BP01: 01.019 Public Records and Contact Information

Cascadia College makes every effort to respond to public records requests in a timely manner. Written requests are preferred. Please submit your request via email, mail, or fax to:

Public Records Officer
Human Resources
Cascadia College
18345 Campus Way NE, Bothell, WA 98011
Email address: publicrecords@cascadia.edu
Fax: 425-352-8225

Requests may also be submitted in person at the Human Resources Office (CC2-280) during normal business hours 8:00 a.m. to 4:00 p.m.

There is no charge to inspect records in person, however, in accordance with RCW 42.56.120, the college may charge a fee for providing printed or digital copies of records. The fee schedule is as follows:

- Fifteen cents per page for photocopies of public records, printed copies of electronic public records when requested by the person requesting records, or for the use of agency equipment to photocopy public records.
- Ten cents per page for public records scanned into an electronic format or for the use of agency equipment to scan the records.
- Five cents per each for electronic files or attachments uploaded to email, cloud-based data storage service, or other means of electronic delivery; and
- Ten cents per gigabyte for the transmission of public records in an electronic format or for the use of agency equipment to send the records electronically. The agency shall take reasonable steps to provide the records in the most efficient manner available to the agency in its normal operations; and

- The actual cost of any digital storage media or device provided by the agency, the actual cost of any container or envelope used to mail the copies to the requestor, and the actual postage or deliver charge.

More than one type of charge may apply to copies produced in response to a single request.