



Board Policy: Public Records	Policy Number: BP02: 02.010
Article: 2.) Governance and Administration Section: 2.) Public Records	Adopted by the BOT: 11/08/1999 Reviewed:
Applicable WAC/RCW: <u>WAC 132Z.276</u> ; <u>RCW 42.56</u>	Page 1 of 7

BP02: 02.010 Public Records

The College shall be responsible for the efficient and proper disclosure of public records as required by the law and regulations of the State of Washington, including providing an index of all public records as specified in RCW 42.17.260. Public records information shall include fully detailed administrative procedures. The president shall appoint a public records officer, who shall administer the process

WAC 132Z.276: Access to Public Records Sections 010 through 120

132Z-276-010: Purpose

The purpose of this chapter is to provide for public access to existing, identifiable, nonexempt public records of Cascadia College in accordance with the Public Records Act, chapter [42.56](#) RCW.

[Statutory Authority: RCW [28B.50.140](#) and chapter [34.05](#) RCW. WSR 18-11-133, § 132Z-276-010, filed 5/23/18, effective 6/23/18. Statutory Authority: RCW [28B.50.140](#). WSR 15-07-091, § 132Z-276-010, filed 3/17/15, effective 4/17/15. Statutory Authority: Chapter [28B.50](#) RCW. WSR 96-14-098, § 132Z-276-010, filed 7/2/96, effective 8/2/96.]

132Z-276-020: Definitions

(1) **Public record.** The term "public record" and other terms defined in the Public Records Act shall have the same meaning in this chapter that they have under the Public Records Act.

(2) **Public Records Act.** References in this chapter to the "Public Records Act" are to chapter [42.56](#) RCW.

(3) **Requestor.** A "requestor" is any person or entity requesting public records of the college pursuant to the Public Records Act.

(4) **College.** The term "college" means Cascadia College District No. 30.

[Statutory Authority: RCW [28B.50.140](#) and chapter [34.05](#) RCW. WSR 18-11-133, § 132Z-276-020, filed 5/23/18, effective 6/23/18. Statutory Authority: RCW [28B.50.140](#). WSR 15-07-091, § 132Z-276-020, filed 3/17/15, effective 4/17/15. Statutory Authority: Chapter [28B.50](#) RCW. WSR 96-14-098, § 132Z-276-020, filed 7/2/96, effective 8/2/96.]

132Z-276-030: Description of the college

(1) **Mission - Governance.** Cascadia College is a public institution of higher education established under chapter [28B.50](#) RCW as a community college offering academic and professional programs leading to the associate and applied baccalaureate degrees. The college is governed by a board of trustees appointed by the governor. The board appoints a president who serves as the chief executive officer responsible for the administration of the college.

(2) **College campus.** The campus of Cascadia College is located at 18345 Campus Way N.E., Bothell, Washington 98011. The college is collocated with the Bothell campus of the University of Washington. Cascadia College District No. 30 encompasses the boundaries of the common school districts of Lake Washington and Riverview in King county and Northshore in King and Snohomish counties.

(3) **Policies and procedures.** College policies meeting the definition of a "rule" under the Administrative Procedure Act, chapter [34.05](#) RCW, are adopted by the board of trustees and published in Title 132Z of the Washington Administrative Code (WAC). Other college policies approved by the administration are published in college policies and procedures manuals.

(4) **Documents index.** As an institution of higher education, the college generally does not have occasion to issue nonexempt "final orders," "declaratory orders," "interpretive statements," or "policy statements" as those terms are defined and used in the Public Records Act. The secretary of the college's board of trustees does maintain and publish on the college web site a documents index of the board's approved meeting agendas and minutes. Inquiries may be directed to the secretary of the board in the office of the president.

(5) **College web site.** The college's official web site, available at www.cascadia.edu, provides general information about the college and its governing board, administration, educational programs, and policies and procedures. Persons seeking public records of the college are encouraged to view the records available on the web site prior to submitting a records request.

[Statutory Authority: RCW [28B.50.140](#) and chapter [34.05](#) RCW. WSR 18-11-133, § 132Z-276-030, filed 5/23/18, effective 6/23/18. Statutory Authority: RCW [28B.50.140](#). WSR 15-07-091, § 132Z-276-030, filed 3/17/15, effective 4/17/15. Statutory Authority: Executive Order 97-02, RCW [28B.10.902](#) and [28B.20.903](#). WSR 05-06-003, § 132Z-276-030, filed 2/17/05, effective 3/20/05. Statutory Authority: Chapter [28B.50](#) RCW. WSR 96-14-098, § 132Z-276-030, filed 7/2/96, effective 8/2/96.]

132Z-276-040: Public records officer

(1) **Designation.** A public records officer designated by the college shall be responsible for responding to public records requests in accordance with the provisions of this chapter and applicable provisions of the Public Records Act, chapter [42.56](#) RCW. The duties of the public records officer under this chapter may be delegated to one or more public records assistants designated by the college.

(2) **Duties.** The public records officer shall oversee the college's compliance with the Public Records Act. The records officer (or designee) and the college are responsible for providing the fullest assistance to requestors of public records, for ensuring that public records are protected from damage or disorganization, and for preventing records requests from excessively interfering with essential institutional functions or unreasonably disrupting the operations of the college. The college may take

reasonable precautions to prevent a requestor from being unreasonably disruptive or disrespectful to college staff.

(3) **Records office.** Inquiries regarding public records of the college may be addressed to the public records officer at the following office address:

Public Records Officer

Cascadia College

18345 Campus Way N.E.

Bothell, WA 98011

[425-352-8810](tel:425-352-8810)

publicrecords@cascadia.edu

(4) **Office hours.** The regular office hours of the public records office are from 8:00 a.m. to noon and from 1:00 p.m. to 5:00 p.m., Monday through Friday, excluding legal holidays.

[Statutory Authority: RCW [28B.50.140](#) and chapter [34.05](#) RCW. WSR 18-11-133, § 132Z-276-040, filed 5/23/18, effective 6/23/18. Statutory Authority: Chapter [28B.50](#) RCW. WSR 96-14-098, § 132Z-276-040, filed 7/2/96, effective 8/2/96.]

132Z-276-050: Requests for public records

(1) **Written requests preferred.** Requests for public records of the college may be addressed to the public records officer at the address given in WAC [132Z-276-040](#). The college encourages, but does not require, requestors to use the public records request form made available by the public records office on the college web site (www.cascadia.edu/publicrecords). Requests made orally, whether by phone or in person, may be confirmed in writing by the public records officer.

(2) **Contents of records requests.** A request for public records must include the following information:

- (a) The name and contact information of the person requesting the records;
- (b) The requestor's mailing address, which may be an electronic mail address;
- (c) The date and time of the request;
- (d) A description of the requested records that is sufficiently detailed to enable the public records officer to identify and locate the records; and
- (e) A statement indicating whether the requestor wishes to inspect the records or to receive copies of the records in paper or electronic form.

(3) **Lists of individuals for commercial purposes.** State agencies and institutions are not permitted to provide lists of individuals for commercial purposes. A request for lists of individuals must be accompanied by the requestor's signed declaration that the list will not be used for commercial purposes. The public records officer may inquire as to the requestor's intended use of the list and may deny the request if it is evident from the request that the list will be used for a commercial purpose.

(4) **Assistance in identifying records.** The public records officer may assist requestors in identifying the specific records sought by the requestor. With limited exceptions, a requestor may not be required to state the purpose of the request. However, the records officer may ask the purpose of the request if such inquiry will assist in identifying the records requested.

[Statutory Authority: RCW [28B.50.140](#) and chapter [34.05](#) RCW. WSR 18-11-133, § 132Z-276-050, filed 5/23/18, effective 6/23/18. Statutory Authority: RCW [28B.50.140](#). WSR 15-07-091, § 132Z-276-050, filed

3/17/15, effective 4/17/15. Statutory Authority: Chapter [28B.50](#) RCW. WSR 96-14-098, § 132Z-276-050, filed 7/2/96, effective 8/2/96.]

132Z-276-060: Processing of records requests

(1) **Applicable law.** Requests for public records will be processed in accordance with these rules and applicable provisions of the Public Records Act, chapter [42.56](#) RCW. Guidance concerning the application of these rules may be found in the advisory model rules adopted by the attorney general under chapter [44-14](#) WAC.

(2) **Prioritizing of requests.** Public records requests generally will be processed in the order in which they are received by the records office and within the staffing limitations of the office. However, the records office may expedite requests for a single record or for only a few records, if such records are easily identifiable and can be readily retrieved. The records office may ask, but not require, a requestor to prioritize the records the requestor is seeking.

(3) **Clarification of requests.** The public records officer may request clarification of a records request in accordance with applicable provisions of the Public Records Act. The requestor must respond to the request for clarification within thirty days of the request.

(4) **Providing records by installment.** If a requestor submits multiple records requests, or if a requestor seeks a large number of records or many different types of records, the public records officer may provide access to the records in installments in accordance with applicable provisions of the Public Records Act.

(5) **Denial of bot requests.** The public records officer may deny a bot request as defined under the Public Records Act, RCW [42.56.080](#)(3), if responding to the multiple requests would cause excessive interference with other essential functions of the college and the records officer reasonably believes the request was automatically generated by a computer program or script.

(6) **Closure of requests.** When the requestor either withdraws the request, or fails to clarify an entirely unclear request, or fails to fulfill the requestor's obligations to inspect records, pay the deposit, pay the required fees for an installment, or make final payment for the requested copies, the public records officer will close the request and notify the requestor that the request has been closed.

[Statutory Authority: RCW [28B.50.140](#) and chapter [34.05](#) RCW. WSR 18-11-133, § 132Z-276-060, filed 5/23/18, effective 6/23/18. Statutory Authority: RCW [28B.50.140](#). WSR 15-07-091, § 132Z-276-060, filed 3/17/15, effective 4/17/15. Statutory Authority: Chapter [28B.50](#) RCW. WSR 96-14-098, § 132Z-276-060, filed 7/2/96, effective 8/2/96.]

132Z-276-070: Records exempt from inspection or copying

(1) **Public Records Act exemptions.** The Public Records Act, chapter [42.56](#) RCW, exempts from inspection or copying certain categories of records as set forth in the Public Records Act or under other statutes. The public records officer will disclose the existence of exempt records as required by law, but will deny the inspection or copying of such records to the extent that the records are exempt from inspection or copying under the Public Records Act or other applicable law.

(2) **Commonly applied exemptions.** The public records office maintains a list explaining the exemptions most commonly applied by the college in processing requests for public records. A copy of the list can be requested from the public records officer and will typically be provided by the records officer in

responding to a request for records that are determined in whole or in part to be exempt from inspection or copying.

(3) **Determining applicable exemptions.** The public records officer may seek information from the requestor sufficient to determine whether another statute prohibits disclosure of the requested records. For example, student education records generally may not be disclosed to third parties without the student's written consent.

[Statutory Authority: RCW [28B.50.140](#) and chapter [34.05](#) RCW. WSR 18-11-133, § 132Z-276-070, filed 5/23/18, effective 6/23/18. Statutory Authority: Executive Order 97-02, RCW [28B.10.902](#) and [28B.20.903](#). WSR 05-06-003, § 132Z-276-070, filed 2/17/05, effective 3/20/05. Statutory Authority: Chapter [28B.50](#) RCW. WSR 96-14-098, § 132Z-276-070, filed 7/2/96, effective 8/2/96.]

132Z-276-080: Public records available for inspection

(1) **Scheduling of appointments.** Public records identified as responsive to a public records request may be made available for inspection and copying during regular office hours by scheduling an appointment with the public records officer. The requestor must review the assembled records, or installment of records, within thirty days of being notified that the records are available for review. The records officer will notify the requestor in writing of this requirement and will ask the requestor to contact the records office to make arrangements to claim or review the records. If the requestor or a representative of the requestor fails to claim or review the records within the thirty-day period or make other arrangements, the college may close the request.

(2) **Protection of records.** The public records officer will be responsible for providing full access to public records made available for inspection, for protecting the records from damage or disorganization, and for preventing excessive interference with essential college functions. Public records made available for inspection may not be removed from the office without the permission of the records officer.

(3) **Copying of records.** The public records officer will arrange for copying of any records designated by the requestor and will charge such copying fees as may apply under WAC [132Z-276-090](#).

[Statutory Authority: RCW [28B.50.140](#) and chapter [34.05](#) RCW. WSR 18-11-133, § 132Z-276-080, filed 5/23/18, effective 6/23/18. Statutory Authority: RCW [28B.50.140](#). WSR 15-07-091, § 132Z-276-080, filed 3/17/15, effective 4/17/15. Statutory Authority: Chapter [28B.50](#) RCW. WSR 96-14-098, § 132Z-276-080, filed 7/2/96, effective 8/2/96.]

132Z-276-090: Copying fees—Payments

(1) **Fees and payment procedures.** The following copying fees and payment procedures apply to requests to the college under chapter [42.56](#) RCW received on or after the effective date of this section.

(2) **Inspection of records.** There is no fee for inspecting public records made available for inspection by the public records officer under WAC [132Z-276-080](#).

(3) **Actual costs not calculated.** Pursuant to RCW [42.56.120](#) (2)(b), the college is not calculating all actual costs for copying records because to do so would be unduly burdensome for the following reasons:

- (a) The institution does not have the resources to conduct a study to determine all its actual copying costs;

(b) to conduct such a study would interfere with other essential college functions; and
(c) through the 2017 legislative process, the public and requestors have commented on and been informed of authorized fees and costs, including for electronic records, provided in RCW [42.56.120](#) (2)(b) and (c), (3), and (4).

(4) **Default fees adopted.** The college will charge for copies of records pursuant to the default fees in RCW [42.56.120](#) (2)(b) and (c). The college will charge for customized services pursuant to RCW [42.56.120](#)(3). Under RCW [42.56.130](#), the college may charge other copy fees authorized by statutes outside of chapter [42.56](#) RCW. The college may enter into an alternative fee agreement with a requestor under RCW [42.56.120](#)(4). The charges for copying methods used by the college are summarized in the fee schedule available on the college's web site at www.cascadia.edu.

(5) **Advanced payment required - Fee waivers.** Requestors are required to pay for copies in advance of receiving records or an installment of records. The records officer will notify the requestor when payment is due. Fee waivers are an exception and are available for some small requests under the following conditions.

- (a) It is within the discretion of the public records officer to waive copying fees when:
 - (i) All of the records responsive to an entire request are paper copies only and consist of twenty-five or fewer pages; or
 - (ii) all of the records responsive to an entire request are electronic and can be provided in a single email with attachments of a size totaling no more than the equivalent of one hundred printed pages. If that email for any reason is not deliverable, records will be provided through another means of delivery, and the requestor will be charged in accordance with this rule.
- (b) Fee waivers are not applicable to records provided in installments.

(6) **Copying fee deposits.** The public records officer may require an advance deposit of ten percent of the estimated fees when the copying fees for an installment or an entire request, or customized service charge, exceed twenty-five dollars.

(7) **Payment method.** Payment should be made by credit or debit card or by check or money order payable to Cascadia College. The college prefers not to receive cash. Cash payments will be accepted if made in the exact amount.

(8) **Closure of request for nonpayment.** The college will close a request when a requestor fails by the payment date to pay in the manner prescribed for records, an installment of records, or a required deposit.

[Statutory Authority: RCW [28B.50.140](#) and chapter [34.05](#) RCW. WSR 18-11-133, § 132Z-276-090, filed 5/23/18, effective 6/23/18. Statutory Authority: Chapter [28B.50](#) RCW. WSR 96-14-098, § 132Z-276-090, filed 7/2/96, effective 8/2/96.]

132Z-276-110: Review of denials of records requests

(1) **Petition for internal administrative review.** A requestor who objects to the denial, or partial denial, of a records request may petition in writing to the public records officer for a review of that decision. The public records officer will promptly refer the petition to the office of the president. A senior administrator designated by the president will consider the petition and will render a decision within two business days following the initial receipt of the petition by the public records officer. The time for considering the petition may be extended by mutual agreement of the college and the requestor.

(2) **Review by attorney general's office.** A requestor who objects to the denial, or partial denial, of a records request may request the office of the attorney general to review the matter as provided in RCW [42.56.530](#) and WAC [44-06-160](#). Requests for attorney general review must be directed to Public Records Review, Office of the Attorney General, P.O. Box 40100, Olympia, WA 98504-0100.

(3) **Judicial review.** A requestor may obtain judicial review of denials of public records requests pursuant to RCW [42.56.550](#) at the conclusion of two business days after the initial denial regardless of any internal administrative review.

[Statutory Authority: RCW [28B.50.140](#) and chapter [34.05](#) RCW. WSR 18-11-133, § 132Z-276-110, filed 5/23/18, effective 6/23/18. Statutory Authority: RCW [28B.50.140](#). WSR 15-07-091, § 132Z-276-110, filed 3/17/15, effective 4/17/15. Statutory Authority: Chapter [28B.50](#) RCW. WSR 96-14-098, § 132Z-276-110, filed 7/2/96, effective 8/2/96.]

132Z-276-120: Court protection of public records

(1) **Notifying interested persons.** The college, as required or permitted by law or contract, including any collective bargaining agreement, and in other appropriate circumstances, may notify persons named in a public record, or to whom the record specifically pertains, that release of the record has been requested and that such persons may apply to the superior court for a protective order under RCW [42.56.540](#).

(2) **Applying for court protection.** The college in appropriate circumstances may apply to the superior court for a protective order enjoining the examination of any specific public record in accordance with the procedures under RCW [42.56.540](#). Nothing in this chapter shall be construed as either requiring or prohibiting the college's application to the court for such an order.

[Statutory Authority: RCW [28B.50.140](#) and chapter [34.05](#) RCW. WSR 18-11-133, § 132Z-276-120, filed 5/23/18, effective 6/23/18. Statutory Authority: RCW [28B.50.140](#). WSR 15-07-091, § 132Z-276-120, filed 3/17/15, effective 4/17/15. Statutory Authority: Executive Order 97-02, RCW [28B.10.902](#) and [28B.20.903](#). WSR 05-06-003, § 132Z-276-120, filed 2/17/05, effective 3/20/05. Statutory Authority: Chapter [28B.50](#) RCW. WSR 96-14-098, § 132Z-276-120, filed 7/2/96, effective 8/2/96.]