

WAC 132I-276-100 Public records Form 1.

Community College District IX
Public Records Form 1

To:

The applicant requests inspection of the following documents:

- 1.....
- 2.....
- 3.....

The applicant agrees to return the documents unharmed and in an orderly fashion.

Signed

Address

This form must be presented to the records officer or their secretary.

Disposition:

- The requested document is available for inspection.
- The college is not in possession of such a document.
- Please clarify precisely what documents are being requested as it cannot be determined from your application what documents are desired.
- The requested is denied because the document is:
 - (a) Personal information in a file maintained for a student of this institution.
 - (b) Personal information in a file maintained for an employee of the district disclosure of which would violate the employee's right to privacy.
 - (c) A preliminary draft, note, recommendation, or interagency memorandum in which opinions are expressed or policies formulated or recommended, which document has not been publicly cited by this agency in connection with an agency action.
 - (d) A record which is relevant to a controversy to which this agency is a party which record would not be available to another party under the rules of pretrial discovery.
 - (e) The document contains personal information which, when deleted, can be released, and such deletions will be completed by
 - (f) Other.

.....
.....

Signed

Title

A refusal to make a record available for inspection may be appealed to the president.

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Received:
Returned:
Demand:

[Statutory Authority: Chapter 34.05 RCW et seq., RCW 28B.50.100 and 28B.50.140. WSR 92-15-115, § 132I-276-100, filed 7/21/92, effective 8/21/92.]