

**WAC 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  
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.]