

WAC 132C-276-260 Requests for public records. (1) **Online requests preferred.** Requests for public records of the college may be addressed to the public records officer at the email address given in WAC 132C-276-250. The college encourages, but does not require, requestors to use the public records request form made available online at <https://www.olympic.edu> on the public records web page. 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.

(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 and/or the requestor's response to an inquiry 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: Chapter 28B.50 RCW. WSR 18-12-042, § 132C-276-260, filed 5/30/18, effective 6/30/18.]