

**WAC 132T-175-120 Protection of public records.** (1) It is the policy of the district, in order to protect public records from damage or disorganization and to prevent excessive interference with other essential functions of the district, that original copies of records are not to be taken from the district designated area of custody or storage. Any inspection or copying of records subject to this chapter is to occur at places designated by the public records officer. The fullest assistance to inquiries and timely action on requests for information, consistent with protection of the public records, is to be supplied.

(2) A variety of records are available on the district website at [www.wvcc.edu](http://www.wvcc.edu). Requestors are encouraged to view the documents available on the website prior to submitting a records request.

[Statutory Authority: RCW 28B.50.14 [28B.50.140] and chapter 42.56 RCW. WSR 19-09-021, § 132T-175-120, filed 4/9/19, effective 5/10/19; Order 75-3, § 132T-175-120, filed 2/27/75; Order 73-7, § 132T-175-120, filed 3/23/73.]