

**WALLA WALLA COMMUNITY COLLEGE  
PUBLIC RECORDS  
POLICY NUMBER 2200**

**I. POLICY BACKGROUND/PURPOSE**

Walla Walla Community College is subject to, and shall comply with, the provisions of chapter 42.56 RCW, the Public Records Act.

**II. AUTHORITY**

RCW 42.56

**III. SCOPE OF THE POLICY**

This policy applies to all employees, students and the public.

**IV. POLICY**

Walla Walla Community College has formally codified our Public Records policy in [WAC 132T-175](#).

**V. PROCEDURE**

- A. The President has designated the Vice President of Human Resources as the college's public records officer.
- B. The college has adopted a Public Records Request Form (Form 2200F1) attached to this policy and available on the college web site.
- C. The Public Records Fee Schedule (Form 2200F2) is attached to this policy and available on the college web site.

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| Policy Contact:                | Vice President of Human Resources |
| Approved by (Department/Body): | Dr. Derek Brandes, President      |
| Date Originally Approved:      | 5/30/2019                         |
| Last Reviewed/Revised on:      | 5/30/2019                         |