

**WALLA WALLA COMMUNITY COLLEGE
PUBLIC RECORDS
POLICY NUMBER 2060**

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 (2060 FORM 1) attached to this policy and available on the college web site.
- C. The Public Records Fee Schedule (2060 FORM 2) is attached to this policy and available on the college web site.

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