

WALLA WALLA COMMUNITY COLLEGE
PUBLIC RECORDS
ADMINISTRATIVE POLICY 2420 – [WAC 132T-175](#)

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](#) that is available on the college web site.
- C. The [Public Records Fee Schedule](#) is available on the college web site.

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| <p>Policy Contact: <u>Vice President, Human Resources</u></p> <p>Approved by (Department/Body): <u>WWCC Board of Trustees</u></p> <p>Date Originally Approved: <u>March 23, 1973</u></p> <p>Last Reviewed/Revised on: <u>April 9, 2019</u></p> |
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