The following form(s) can be filled in on-line, then printed for signatures and mailing or faxing.

To begin filling out the forms in Acrobat Reader, make sure the 'hand' tool is selected then click on a line or in a box and begin typing. Check boxes can be clicked on or off.



Community Colleges of Spokane PUBLIC RECORDS REQUEST

Community Colleges of Spokane Public Records Officer, MS 1006 Post Office Box 6000 Spokane, WA 99217-6000 Phone: 509-434-5275 Fax: 509-434-5279 E-mail: publicrecords@ccs.spokane.edu

Requesting party______ Date_____ Company or agency (if applicable) _____ Address Telephone (_____) _____ FAX (_____) ____ E-mail _____ **DESCRIPTION OF RECORDS** (Be as specific as possible. If you do not know the specific name of the records you desire, indicate by a general written description of the type and content of information you wish to locate. Where possible, indicate limiting dates, topic, and person(s) referenced.) ☐ Request inspection only (no fee) Request for copies (see fees below) I certify that the information obtained as a result of this request for public records will not be used in whole or in part to compile a list of individuals for commercial purposes. (RCW 42.56.070) Requestor's signature _____ Date____ OFFICE USE ONLY DISPOSITION OF REQUEST Date request received______ Request number_____ Date request closed__ Request referred to: Name/department Date sent ☐ Request approved and requestor notified Date___ FEES: Requestor must pay in advance by check made payable to Community Colleges of Spokane. Remit total amount due to address above; upon receipt of check, requested materials will be released. ☐ Number of copies______ @ 15¢ per page ☐ No charge; less than 20 pages ☐ Number of scanning hours______ @ \$29.68 per hour ☐ No charge; inspection only Other fees; i.e., postage, CD/DVD Total amount due ☐ Request denied and requestor notified Date___ Reasons for denial:

CCS PROCEDURES FOR PUBLIC RECORDS REQUESTS