



# 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 \_\_\_\_\_

## FEES

- Request approved and requestor notified      Date \_\_\_\_\_

Requestor must pay in advance by credit card, exact cash, or check made payable to Community Colleges of Spokane (CCS). Remit total amount due to CCS; upon receipt of payment, requested materials will be released.

- Number of paper/electronic copies \_\_\_\_\_ @ 15¢/page      \$ \_\_\_\_\_

- No charge: 25 pages or less

- Other fees: i.e., postage, portable drive      \$ \_\_\_\_\_

**Total amount due**      \$ \_\_\_\_\_

- Request denied and requestor notified      Date \_\_\_\_\_

Reasons for denial:

## [CCS PROCEDURES FOR PUBLIC RECORDS REQUESTS](#)