



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

\$2.00 per request, per Legislature bill ESHB 1595

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 copies _____ @ 15¢ per page \$ _____

Number of scanning hours _____ @ \$29.68 per hour \$ _____

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](#)