

**WAC 132R-175-070 Availability of public records.** (1) Public records shall be available for inspection and copying during the customary office hours of the district. For the purposes of this chapter, the customary office hours shall be from 7:30 a.m. to 5:00 p.m., Monday through Thursday and from 7:30 a.m. to 2:30 p.m. on Friday, excluding legal holidays.

(2) The district will maintain its records in a reasonably organized manner. The district will take reasonable actions to protect records from damage and disorganization. A requestor shall not take the district's records from the district's offices without the permission of the public records officer. If, in the judgment of the public records officer, there is a possibility of the destruction of the public record, the public records officer shall make a copy of the record available to the requestor.

(3) A variety of records are available on the Big Bend Community College website at [www.bigbend.edu](http://www.bigbend.edu). Requestors are encouraged to view the documents available on the website prior to submitting a records request.

[Statutory Authority: RCW 28B.50.140. WSR 18-17-027, § 132R-175-070, filed 8/6/18, effective 9/6/18; Order 73-8, § 132R-175-070, filed 5/4/73.]