**South Puget Sound Community College**

**Public Records Request**

**Submit to:** South Puget Sound Community College

Human Resource Office [humanresourcesstaff@spscc.edu](mailto:humanresourcesstaff@spscc.edu)

2011 Mottman Road SW, Olympia, Washington 98512

|  |  |
| --- | --- |
| Date: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  |  |
| Name: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Mailing Address: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| City,  State, Zip: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| e-mail address: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Phone number: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  |  |
| Description of records you are requesting. Please be as specific as possible: |  |
|  |  |
| I certify that the information obtained through this request for public records will not be used for commercial purposes. | |
| Signature: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| I would like documents delivered by: | Email: \_\_\_ Hard copy: \_\_\_ to be picked up in the HR Office |

|  |  |
| --- | --- |
| **To be completed by the Human Resource Office** | |
| Request Approved date: \_\_\_\_\_\_\_\_\_ |  |
| Denied date: \_\_\_\_\_\_\_\_ |  |
| By: Public Records Officer and/or designee | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  |  |

**Records Request Procedure**

Requests for public records to South Puget Sound Community College may be made in writing or by email to the College’s Public Records Officer. As a state agency, the college is subject to the provisions of the Washington state public disclosure laws ([RCW 42.56](http://apps.leg.wa.gov/RCW/default.aspx?cite=42.56)) governing access to public records and will respond accordingly. There may be exemptions to disclosure that may prohibit the college from releasing certain documents. The College will provide a brief explanation for any exemption to disclosure.

All written and electronically-processed records prepared by South Puget Sound Community College shall be available for public inspection with limited exceptions, i.e., student information/records, personnel records, etc.

**How do I make a request?**

* Send a written request to us which should include:
  + your name, full mailing address, email address and telephone number;
  + a detailed description of the requested record(s); and
* Indicate whether you will:
  + review records at the college; or
  + request paper copies to be mailed; or
  + receive documents electronically; or
  + have documents emailed, when appropriate.
* Send your request by:
  + Email: [humanrecourcesstaff@spscc.edu](mailto:humanrecourcesstaff@spscc.edu)
  + Mail to:

Public Records Officer/Human Resources Office   
 South Puget Sound Community College

2011 Mottman Rd. SW

Olympia, WA 98512

**What happens after you receive my request?**

Within **5 business days** of receiving a request the college will:

* + provide copies or provide an estimate of when the records will be available; or
  + reply that no responsive documents exist; or
  + acknowledge the request and ask for additional clarification(s); or
  + provide applicable exemption(s).

**Notification**

Records not exempt may contain personal or other information which may require us to notify affected individual(s) of the request. We may provide affected individual(s) a reasonable opportunity to seek court protection from disclosure.

**Are there costs?**

There generally is no cost for electronic copies.

**What are my options if a request is denied?**

* Provide a written request for review to the Records Officer.
* The request will be reviewed by the College president or his/her designee.

**Human Resource Office**

**Contact:** [Humanresourcesstaff@spscc.edu](mailto:Humanresourcesstaff@spscc.edu)

**360-596-5500**

**Hours of Operation:** Monday-Friday

8:00 AM – 5:00 PM

**Summer Hours:** Monday – Thursday

7:30 AM – 5:00 PM

Revised 9/21/2023