



REQUEST FOR PUBLIC RECORDS

NAME	SIGNATURE
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NAME of ORGANIZATION (if applicable)

ADDRESS

PHONE	EMAIL ADDRESS
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DATE OF REQUEST	HOW DO YOU WISH TO VIEW THE DOCUMENTS? <input type="checkbox"/> View on campus <input type="checkbox"/> Receive copies by mail
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STATE THE NATURE OF YOUR REQUEST AND THE RECORDS REQUESTED

STATE THE REFERENCE (if known) ON CURRENT INDEX

OTHER COMMENTS

PLEASE NOTE

All requests for Public Disclosure will be processed within five (5) working days of receipt by the Public Records Officer at Shoreline Community College. You will be notified in writing either by fax, email, or letter as to whether your request will be granted or denied.

If your request is granted, sufficient time must be granted to the college to collect the necessary documents. This timeline will be provided in the response letter. You may view the requested documents at an agreed upon time in the Human Resources office. Copies of requested documents can be sent to you at a charge of \$.15 per copy plus the costs of mailing.

If your request is denied, specific reasons will be given in order that you might clarify your request.

Send your request to:

Public Records Officer
Human Resources Office
Shoreline Community College
16101 Greenwood Ave. N.
Seattle, WA 98133