



Public Record Requests for Bates Technical College

Making a Public Records Request:

Record requests must be made in writing and can be delivered through email, fax, US mail service or in person. If you are unable to provide a written request, please contact the Human Resources office for assistance. Specific information must be included in your record request.

- 1) Contact information including your name, mailing address, telephone number and email address.
- 2) A description of the records you are requesting. The description must be specific enough for college staff to identify the records in your request.
- 3) Specify if you want copies of the records or if you just want to review the records.

What to expect following your request:

Within five (5) business days of receiving your Public Records Request, the College will acknowledge your request in writing and let you know approximately how long it will take to provide the responsive records. If the records are readily available, they may be released with the five-day acknowledgement. If the records are not readily available, require a search to locate them, or if your request is for a large number of records the timeframe for record release will be longer.

Some records contain information that is not subject to public disclosure. This information will be redacted (removed) from the record as allowed by public records statute, state law, case law or federal law prior to release.

Once the records have been gathered and redacted as needed, you will be notified. Records available in an electronic format can be emailed without cost. The copy cost for records not available in an electronic format is fifteen cents (.15 ¢) per page.

Please note: Your Public Records Request is a public record and subject to public records disclosure. Public Records Requests are not confidential records.

Contact Information:

Bates Technical College
1101 South Yakima Avenue
Tacoma, WA 98405
(253) 680-7181/Telephone
(253) 680-7171/FAX
hr@bates.ctc.edu

Additional Information/Resources:

<http://apps.leg.wa.gov/rcw/default.aspx?cite=42.56&full=true>