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|  | **REQUEST FOR PUBLIC RECORDS***Requests may be made either in writing or verbally. The requestor may fill out the form themselves or it may be completed by the employee* |
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| Request to: Tacoma Community College*Upon completion, the receiving employee will forward this request to the Vice President of Finance and Administration.* | Date and Time of Request: | Type of Request:[ ] Inspect Records In Person[ ] Receive a Copy of Records |
| **REQUESTOR CONTACT INFORMATION** |
| ***Note****: Requester is not required to provide their name, address, phone number, or email. However, if the request requires us to send records to the requestor, we will need at least a mailing or email address to deliver them.*  |
| *Requestor Name:* |  | Phone: |  |
| Address: |  |
| Email: |  |
| **PUBLIC RECORDS OR INFORMATION REQUESTED** |
| ***Please list the details of the information you are requesting. If form is completed by employee, please list details as provided by the requestor.*** *Determination of eligible records will be made by the public records officer in accordance with RCW 42.56 and the requester will be contacted by the public records officer within five (5) business days of receipt of request.* |
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| **REQUESTOR – READ AND SIGN** |
| *I understand that I must abide by the rules and regulations published by Tacoma Community College and applicable Washington State laws for the protection of published records as stated on the attached. I understand that I will be charged fifteen (15) cents per page for all paper copies I request****. Refusal to sign does not limit your ability to request these records, nor does it inhibit or delay the processing of your request.***  |
| Signature | Date |
| **TO BE COMPLETED BY THE PUBLIC RECORDS OFFICER** |
| Date of Receipt: |  | Time of Receipt: |  |
| Date of Five (5) Day Notice: |  | Date(s) of Contact |  |
| Number of Copies: |  | Total Copies |  |
| Date provided to Requestor: |  | Cost(s) Paid | [ ]  Yes [ ]  No |
| Public Records Officer Signature | Requestor Signature Confirming Receipt (if applicable) |

Public records of the agency are provided for inspection and copying subject to the following regulations:

1. No person shall knowingly alter, deface, or destroy public records of Tacoma Community College.
2. Original copies of public records of the agency shall not be removed from the offices of the agency.
3. Care and safekeeping of public records of the agency, furnished pursuant to a request for inspection or copying, shall be the sole responsibility of the requestor.
4. Records furnished for public inspection or copying shall be returned in good condition and in the same file sequence or organization as when furnished.
5. Boisterous or otherwise disruptive conduct by those requesting public records of the College will not be permitted.

**Exemptions and Limitations**

Records generally considered exempt from disclosure under the law (RCW 42.56) include:

* Documents exempted from disclosure by statute;
* Student records and transcripts
* Criminal record information;
* Personnel or medical files or information;
* Any material or data relating to a specifically named individual, the disclosure of which may constitute an unwarranted invasion of personal privacy;
* Inter-agency or intra-agency memoranda or letters relating to policy positions being developed by the College;
* Personal notes or materials not maintained as part of the Colleges official files;
* Investigatory materials compiled by law enforcement or investigatory officials the disclosure of which would prejudice the possibility of effective law enforcement;
* Proposals and bids to enter into a contract or agreement before the contract or agreement is awarded of finally rejected;
* Real property appraisals;
* Test information, including questions, answers, scoring keys and other materials used to develop, administer or score a test, examination or assessment instrument;
* Blueprints, plans, policies, procedures and schematic drawings, which relate to internal layout and structural elements, security measures, emergency preparedness, threat or vulnerability assessments, or any other records relating to the security or safety of persons, buildings, structures, facilities, utilities, transportation or other infrastructure located within the commonwealth, the disclosure of which, in the reasonable judgment of the custodian is likely to jeopardize public safety;
* Home addresses and phone numbers of State employees; and
* Home addresses and phone numbers of a family member of a State employee.
1. Academic Advising Department Checklist
2. Academic Program Inventory
3. Access Services Accommodation Guidelines
4. ADA Accessibility Survey
5. Administrative Services Agendas/Minutes
6. Annual Budgets
7. Annual Reports
8. Associated Student Body at TCC Agendas/Minutes
9. Audited Financial Statements
10. Awards of Federal, State, and Municipal Government Grants
11. Building Safety Stewards Handbook
12. Campus Safety Standard Operating Procedures
13. Classified Staff Council Agendas/Minutes
14. Climate Survey
15. Community and Technical Colleges Records Retention Schedule
16. Community College Survey of Student Engagement
17. Contracts and Agreements
18. Copywrite Guide
19. Course Catalog
20. Course Learning Outcomes
21. Divisional Course Outcomes
22. EDI Development Plan
23. EDI Strategic Plan
24. EDIC Council Agendas/Minutes
25. Emergency Management Plan
26. Exempt Staff Council Agendas/Minutes
27. Facility Conditions Survey
28. Facility Master Plan
29. Faculty Advising Resource
30. Final Orders, Declaratory Orders, and Interpretive Statements
31. Graduating Students Survey
32. Graphic Standards and Guidelines
33. Guided Pathways Agendas/ Minutes
34. Guided Pathways Checklist/Rubric
35. Guided Pathways Program Maps
36. Guided Pathways Work Plan
37. HEDS Diversity and Equity Campus Climate Survey
38. Helping Students in Distress Guide
39. Hope Center: Real College Survey
40. Inclement Weather Business Operations Guidelines
41. Institutional Learning Outcomes
42. Institutional Surveys

• Annual Program Review

• Completions

• Core Indicators of Mission and Strategic Fulfillment

• Employee

• Employment Outcomes

• First-Time Entering Cohort Outcomes

• Gig Harbor Campus

• Retention by Student Groups

• Student Achievement Initiative

• Student FTE

• Student Group Profiles

• Student Headcount

• Student Learning Centers

• Student Retention

• Successful Course Completion

• Transfer Outcomes

1. Instructional Calendar
2. Instructional Council Agendas/Minutes
3. Integrated Post-Secondary Education Data System (IPEDS)
4. IT Strategic Plan
5. New Hire Packet
6. Northwest Commission on Colleges and Universities accreditation
7. NWCCU 7-year Accreditation Report
8. NWCCU Accreditation Handbook
9. NWCCU Mid-Cycle Report
10. OER in Review- 2023-2024
11. Offboarding Checklist
12. Onboarding Checklist
13. Opioid Overdose Recognition and Response
14. Personal Assessment of the College Environment (PACE)
15. Policies and Procedures

• Academic Forgiveness (STSV-200)

• Academic Program Planning & Review (INST-100)

• Academic Progress (STSV-112)

• Academic Record, Tuition & Memorial Degrees for Student who have died (STSV-201)

• Acceptable Use (ADSV-500)

• Accessible Technology & Electronic Content (ADSV-503)

• Accident Investigation and Reporting (ADSV-620)

• Accommodations for Students with Disabilities (STSV-100)

• Accounting and Controlling of Funds (ADSV-400)

• Acquisition of Public Art (ADSV-650)

• Acting President (CADM-100)

• Acting President Stipend (CADM-101)

• Admissions (STSV-202)

• Advisory Committee (INST-101)

• Affinity Groups (CADM-143)

• Affirmative Action (ADSV-200)

• Alcoholism & Drug Dependency (STSV-101)

• Animals on Campus (STSV-117)

• Annual Leave (ADSV-305)

• Appointments (ADSV-201)

• Appointments (ADSV-201)

• Arson & Bomb Threats (ADSV-622)

• Associated Student Body Accounts (ADSV-411)

• Authority to Contact State Attorney General’s Office (CADM-102)

• Authority to Serve Coffee and/or Light Refreshments (ADSV-420)

• Auxiliary Services (ADSV-410)

• Bereavement Leave – Non-Represented Classified and Exempt Employees (ADSV-310)

• Board Policy Development (CADM-110)

• Budget Development, Adoption & Administration (ADSV-401)

• Certificate Programs (INST-110)

• Children on Campus (ADSV-610)

• Classified Staff Development and Training (ADSV-202)

• Code of Ethics (ADSV-402)

• Code of Student Conduct (STSV-115)

• College Decision-Making (CADM-115)

• College Information Materials (302)

• College Investments (ADSV-407)

• College Management Philosophy (CADM-116)

• College Mission & Institutional Effectiveness (CADM-117)

• College Operating Budget (ADSV-405)

• Concurrent Registration with Other Institutions (STSV-203)

• Confidentiality of Student Records (STSV-204)

• Copyright Policy (INST-111)

• Course Audits (STSV-205)

• Course Repeats (STSV-206)

• Course Syllabi (INST-112)

• Data Confidentiality & Security Policy (ADSV-501)

• Definitions – Employment Categories (ADSV-204)

• Degrees, Certificates, and Diplomas (STSV-207)

• Department Chair Duties (INST-115)

• Discrimination & Harassment (ADSV-206)

• Disposal/Sale of Surplus Property (ADSV-427)

• Drug & Alcohol Testing for Positions Requiring CDL (ADSV-203)

• Drug-Free Workplace (ADSV-208)

• Duties & Responsibilities of Administrators (CADM-125)

• Email Retention (ADSV-502)

• Emeritus – Exempt and Classified Staff (ADSV-290)

• Emeritus Faculty (INST-120)

• Employee Evaluation (ADSV-216)

• Employee Evaluation (ADSV-216)

• Employee Recognition Awards (ADSV-210)

• Employment of Personnel (ADSV-211)

• Equal Employment Opportunity / Diversity (ADSV-213)

• External Website (300)

• Family & Medical Leave (ADSV-315)

• Final Course Grade Appeal Process (INST-125)

• Fire, Disaster, Emergencies and Injury (ADSV-621)

• Fiscal Policies (ADSV-403)

• Foundation (200)

• Grading System (STSV-208)

• Grievance Procedure for Exempt & Non-Represented Staff (ADSV-214)

• Grievance Procedure for Sexual Harassment/Discrimination& Disability Discrimination (STSV-102)

• Guidelines for Policies & Procedures(CADM-130)

• Hazing (STSV-103)

• Holidays for Exempt Staff (ADSV-325)

• Honoraria (ADSV-421)

• Honorary Associate of Arts Degree (CADM-135)

• Honors (STSV-209)

• Human Development 101 Requirements for New Students (STSV-104)

• Hybrid/Online Course Management System Policy (INST-130)

• Information Technology Security (ADSV-504)

• Instructional Council (INST-140)

• Instructional Related Ancillary Revenue Producing Activities (ADSV-412)

• Jury & Civil Duty Leave for Exempt Employees (ADSV-330)

• Late Registration Policy (STSV-210)

• Learning Outcomes Assessment (INST-150)

• Leave for Faith and Conscience (CADM-303)

• Leave for Faith and Conscience (STSV-218)

• Leave of Absence without Pay (ADSV-335)

• Loitering (ADSV-615)

• Loss of Eligibility – Student Athletic Participation (STSV-105)

• Mandatory Reporting of Child Abuse (ADSV-601)

• Media Relations (301)

• Moving Expenses for New Employees (ADSV-340)

• Naming Policy (150)

• Nepotism/Employment of Relatives (ADSV-209)

• New Program Development (INST-155)

• No Show Instructor Withdrawal Policy (STSV-211)

• Operating Reserves (ADSV-404)

• Parking and Traffic Management (ADSV-605)

• Parking Fines and Fee Structure (ADSV-606)

• Performance Evaluation (ADSV-216)

• Personal Leave for Exempt Employees (ADSV-345)

• Personnel Files (ADSV-217)

• Prior Learning Assessment (STSV-212)

• Professional Counseling Support to TCC Employees (STSV-106)

• Professional Leave (ADSV-350)

• Program Chair Duties (INST-160)

• Purchasing (ADSV-425)

• Qualified Transportation Plan (ADSV-355)

• Reasonable Accommodation (ADSV-205)

• Reassignment, Separation & Resignation (ADSV-207)

• Receiving and Inventory Control (ADSV-426)

• Recognition of Events of National Significance (ADSV-316)

• Reduction in Force Non-Represented Classified Staff (ADSV-219)

• Rejuvenation Leave (ADSV-360)

• Rest Periods (ADSV-220)

• Return to Work (ADSV-365)

• Risk Management (ADSV-415)

• Safe Educational Practice (INST-170)

• Service Club Reimbursements (CADM-140)

• Sexual Harassment (ADSV-221)

• Shared Governance Policy (CADM-141)

• Sick Leave and Sick Leave Cash-out (ADSV-370)

• Signing Authority (ADSV-406)

• Social Media (304)

• Standardized Cleaning Chemicals (ADSV-624)

• State Allocation & Foundation Duly Funded Projects (201)

• Statement on International Students (CADM-142)

• Student Conduct Code (STSV-115)

• Student Financial Aid Program (STSV-400)

• Student Grievance Procedures (STSV-113)

• Student Programs, Services & Activities (STSV-301)

• Student Records – Transcripts (STSV-213)

• Student Responsibility for Debts (STSV-107)

• Student Revenue-Producing Activities (STSV-108)

• Student Right to Know (STSV-109)

• Student Services & Activities Budget Development Procedures (STSV-302)

• Student Status – Health Benefits Eligibility (ADSV-372)

• Suspended Operations or Inclement Weather (ADSV-215)

• Telework, Flextime, & Compressed Workweek (ADSV-320)

• Textbook Adoptions (STSV-111)

• Tobacco and Smoke Free Campus Policy (ADSV-623)

• Transfer Credit (STSV-214)

• Travel (ADSV-422)

• Travel Expenses for Qualified Applicants (ADSV-375)

• Trespass (ADSV-630)

• Tuition & Fee Refunds (STSV-215)

• Tuition & Fee Waivers (STSV-216)

• Use of College Facilities (STSV-116)

• Use of College Vehicles (ADSV-91-108)

• VEBA HRA – Settlements (ADSV-382)

• VEBA HRA – Voluntary Separation Incentive (ADSV-381)

• VEBA Sick Leave Transfer for Eligible Employees (ADSV-380)

• Vocational Certification Standards (INST-180)

• Weapons-Free Campus (ADSV-222)

• Wireless Telecommunication Equipment Allowance (ADSV-423)

• Work Study Salaries (STSV-401)

• Workplace Violence Prevention (ADSV-600)

• Work-Related Accident, Injury and/or Illness and Worker's Compensation (ADSV-390)

1. Program Accreditations and Certifications
	* Accreditation Commission for Education in Nursing (ACEN)
	* Washington State Board of Nursing (WABON)
	* Commission on Accreditation for Health Informatics and Information Management Education (CAHIM)
	* Joint Review Committee on Education in Radiologic Technology (JRCERT)
	* Commission on Accreditation for Respiratory Care (CoARC)
	* Commission on Accreditation of Allied Health Education Programs (CAAHEP)
	* Joint Review Committee on Education Programs in Diagnostic Medical Sonography (JRC-DMS)
	* Committee on Accreditation of Education Programs for the Emergency Medical Services Professions
	* American Bar Association
2. Program Learning Outcomes
3. Quarterly CLO Assessment Results
4. Records issued before July 1, 1990, for which TCC has maintained an index- None
5. Requisition and Hiring Process
6. Salaries and Benefits of Public Employees
7. Security and Fire Safety Report for TCC Tacoma Campus and Gig Harbor Campus
8. Strategic Plan
9. Student Affairs Council Agendas/Minutes
10. Student OER Guide
11. Student Satisfaction Inventory (SSI)
12. TCC Accreditations
13. TCC Board of Trustees Agendas/Minutes
14. TCC Nature Area Improvement Plan
15. TCC Student Toolkit for Textbook Affordability and OER
16. TCC’s First Decade of OER Advocacy and Textbook Savings
17. TCCFT Union Contract
18. Textbook Adoptions
19. Title IX
20. Volunteer Packet
21. WFSE Exempt Union Contract
22. WFSE Union Contract
23. Winning Bids for Public Contracts
24. WPEA Union Contract