

**POLICY**

Effective Date: October 6, 2006

Approved By: Board of Trustees

Authority: Internal Audit Charter

Cancels: Policy approved by President's Council  
effective September 16, 2002

See Also: POL-U1500.05

**POL-U1500.06 REQUESTING COPIES OF INTERNAL AUDIT REPORTS**

This policy applies to all audit reports created by the Office of the Internal Auditor.

**Definitions:**

Audit Report Includes: Standard audit reports, consultation reports, special investigation reports, and memorandum reports.

Interested Parties: Western Washington University Board of Trustees, President, Provost, Vice Presidents, managers, employees and students, citizens, and any other person.

1. **Interested Parties Contact Office Of The Internal Auditor To Request A Copy Of A Final Audit Report**
2. **Audit Work Papers Are Not Public Documents Until The Final Report Has Been Issued**
3. **Office Of The Internal Auditor Gives Interested Parties Copies Of Final Audit Reports Which Are Public Records**

(Refer to POL-U1500.05 – Distributing Final Internal Audit Reports for policy determining whether final reports are public records.)

4. **Office Of The Internal Auditor Does NOT Give Interested Party Copies Of Final Audit Reports Which Are NOT Public Records**

The Office of the Internal Auditor does not give copies of final audit reports which are not public records to individuals except when the requesting party is a representative of the Washington State Auditor's Office.

(Refer to POL –U1500.05 – Distributing Final Internal Audit Reports for policy determining whether final reports are public records.)

5. **Interested Parties Requesting Non Public Audit Reports Are Referred To University's Public Records Officer**