

### Disclosure of Public Records

It is the Board's policy to disclose public records pursuant to Washington State's Public Records Act. The Superintendent or his/her designee shall serve as "public records officer".

- "School district records" include any writing, printing, photocopying, photographing, etc., containing information relating to the conduct of operations and functions of the district which is prepared, owned, used, or retained by the district.
- "Writing" means handwriting, typewriting, printing, photographing, and every other means of recording any form of communication or representation, including letters, words, pictures, sounds, or symbols, or combinations thereof, and all papers, maps, magnetic or punched cards, photographic films and prints, motion picture, film or video records, magnetic or punched cards, discs, drums, diskettes, sound recordings and other documents including existing data compilations from which information may be obtained or translated.
- "School district records" do not include the personal notes and memoranda of staff which remains in the sole possession of the maker and which are not generally accessible or revealed to other persons.

Due to the tremendous volume of records within the district, it would be unduly burdensome to maintain an index of all school district records.

State law requires that the District list laws, other than those specifically exempted under the state's public records act, which may exempt disclosure of public records. Therefore the District has identified the following:

1. Personally identifiable information from any file maintained by the school or school district for students - The Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g.
2. Washington State Student Education Records Law, RCW 28A.605.030.
3. Privileged communications and attorney work product, such as set forth in RCW 5.60.
4. The names, dates of birth, residential addresses and telephone numbers, personal telephone numbers, personal electronic mail addresses, social security numbers and emergency contact information of dependents of employees and volunteers of a public agency.
5. Personally identifiable information for special education students – WAC 392-172-422.

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- 6. Public Law 98-24, Section 527 of the Public Health Services Act, 41 U.S.C. § 29033-3 (confidentiality of substance abuse treatment)

The above list is for informational purposes only and is not intended to cover all possible exemptions from the public records law.

The District shall not provide access to lists of individuals which the requesting party intends to use for commercial purposes.

If the District denies any request, in whole or in part, for inspection and copying of records, the District shall provide the requesting party with a written statement of the reason for the denial setting forth the specific exemption which applies. If a record contains disclosable information, the District shall disclose the record with the nondisclosable portion deleted and provide a written explanation of the statutory basis for the deletion.

Nothing in this policy, accompanying regulation, or in state statute shall require staff to create documents or reports which are not in existence as identifiable district records.

Legal Reference: RCW 42.17 42.56 42.56.070	Disclosure – Campaign – Finances – Lobbying - Records Public Records Act Documents and Indexes to be made public
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RSD #400

Adopted: July 14, 1987

Revised: February 24, 2009