PUBLIC ACCESS TO CAPITAL REGION ESD 113 RECORDS POLICY

DEFINITIONS

ESD 113 Records: As used in this policy and the accompanying procedure, “ESD 113 records” is a broad term that includes any writing containing information relating to the conduct of ESD 113 or the performance of any ESD governmental or proprietary function prepared, owned, used, or retained by ESD 113, regardless of physical form or characteristics.

Writing: A “writing” as used in this policy and procedure is likewise a broad term that means any handwriting, typewriting, printing, photocopying, photographing, or other means of recording any form of communication or representation. This includes digital and electronic forms of communication, including emails, texts, or messages through any medium or application, pages, postings, and comments from any ESD 113–operated or ESD 113–sponsored website.

POLICY

In accordance with the State of Washington Public Disclosure Law Chapter 42.56 RCW, Capital Region ESD 113 (ESD 113) shall make available for public inspection and copying all public records, or portions, concerning the administration and operations of ESD 113, except those that are exempt by law from public inspection.

ESD 113 will retain public records in compliance with state law and regulations.

Because of the volume of records continuously generated by ESD 113, the Board declares that maintaining a current index of all ESD 113’s records would be impracticable and unduly burdensome, and would ultimately interfere with the operational work of ESD 113.

The Superintendent or designee shall serve as Public Records Officer and will serve as a point of contact for members of the public who request the disclosure of public records. The ESD 113 Public Records Officer will be trained in the laws and regulations governing the retention and disclosure of records shall have the responsibility and authority for ensuring compliance with this policy and state law.

The Superintendent will develop procedures consistent with state law that will implement this policy.

Reference:
RCW 40.14 RCW Preservation and Destruction of Public Records
RCW 42.56 RCW – Public Records Act
45 CFR Part 160 – 164-Subpart E-Privacy of Individually Identifiable Health Information
Chapter 44-14 WAC Public Records Act - Model Rules
20 U.S.C. 1232g Federal Education Rights Privacy Act (FERPA)

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