

SUMNER-BONNEY LAKE SCHOOL DISTRICT

A GREAT PLACE TO LEARN.



DATE: April 12, 2021
TO: School Board of Directors
FROM: Marion Leach, Executive Director of Legal Affairs
RE: Public Records Transparency Report

Meeting Type:

- Board Meeting
- Study Session
- Special Board Meeting

Report Type:

- Action
- Consent
- Information

Purpose: To update the Sumner-Bonney Lake School Board of Directors on new public record requests.

Relation to Board Policy: Pursuant to [Policy 6030](#), a Public Records Transparency Report is required every quarter that includes a list of new public record requests received by the Sumner-Bonney Lake School District (hereinafter referred to as the “District”). This April 2021 report includes new public record requests received from January 1, 2021 through March 31, 2021.

Background information: Responding to public record requests pursuant to [Chapter 42.56 RCW](#) is one of the District’s unique and core essential functions, and that full access to information concerning the conduct of government at every level must be assured as a fundamental and necessary precondition to the sound governance of a free society. The Legal Affairs Department and the Public Records Program process requests. Most public records can be disclosed, but some records and specific details are exempt from disclosure. Public records requests may be made [online](#), in person, or by email, letter or phone.

- Student records and transcript requests are processed at the schools except during summer breaks when the PRR program and the District’s Registrar’s Office assists in processing such requests. Records requested for students, who graduated more than one year ago are available from the District Registrar’s Office.
- Employee requests for personnel files are usually handled through the Human Resources Department.

The Public Records Program has assisted in supporting the processing of the above bulleted type requests.

Budget allocation: \$22,635

Costs: Varies. Many factors contribute to the cost variance for responding, retaining and processing public records requests (hereinafter referred to as “PRRs”). Simple requests can be fulfilled rather quickly, whereas more complicated requests require time-consuming redaction work, third party notifications and attorney consultation. Sheer volume is another cost implication. In addition, annual training is required for public record officers on retention, production, and disclosure of documents.

Equity: All records maintained by state and local agencies are available for public inspection unless law specifically exempts them. Under reasonable conditions, the public is entitled to fair and impartial access to records.

Benefiting parties: The [Washington State Public Records Act](#) (RCW 42.56) requires schools to make public records available to the public, supporting the public’s right to be informed about what their government is doing.

What is working well: Online request processing in addition to electronic production has become more efficient. More requestors are accepting of documents being produced in email or electronically, as opposed to hard copy. The PRR web page provides an electronic public record request form and provides information to the public in compliance with statutes and regulations governing PRRs. The Public Records Generalist addresses the volume of PRRs and the need to systemize the process. This Public Records Generalist is engaged in training to learn about PRRs and compliance with state training requirements for the position. The Legal Affairs Department continues to provide oversight to update the PRR system for compliance purposes and for consultation on PRRS.

Opportunities for improvement: Internal procedure improvements are often reviewed to increase the effectiveness of PRR processing. Also, improvements are being reviewed to systemize the collection fees for PRR.

The following is a list of new public record requests received and other records requests that were processed by the PRR program from January 1, 2021 through March 31, 2021.

Received	Description	Status
January 20, 2021	Request for student enrollment numbers and out of district requests	Closed
January 24, 2021	Request for CMS provider contract and LMS provider contract	Closed
January 26, 2021	Request for email records	Closed
January 27, 2021	Request for records regarding roll back in hybrid instruction	Closed
January 28, 2021	Request for records regarding roll back in hybrid instruction	Closed
January 28, 2021	Request for records regarding roll back in hybrid instruction	Closed
January 29, 2021	Records request for education and medical records	Closed
February 5, 2021	Request for records regarding roll back in hybrid instruction	Closed

February 5, 2021	FERPA/PRR (Student Education Records)	Closed
February 8, 2021	Request for SBLSD PPE information	Open
February 10, 2021	FERPA/PRR (Student Education Records)	Closed
February 18, 2021	Request for email records	Closed
February 18, 2021	Request for IP history on student	Closed
February 25, 2021	Request for call transcript and report	Closed
February 25, 2021	Request for call transcript, order, report	Closed
March 8, 2021	Request for email records	Open
March 13, 2021	Request for student directory information	Open
March 18, 2021	Request for student directory information	Open
March 20, 2021	Request for staff directory information	Open
March 22, 2021	FERPA/PRR (Student Education Records)	Closed
March 22, 2021	FERPA/PRR (Student Education Records)	Closed
March 23, 2021	Request for SBLSD policy and procedure	Closed

Open = New PRRs and records requests received this quarter and still open

Closed = PRRs and records requests that have been received and closed this quarter