



North Mason School District
 71 E. Campus Drive, Belfair, WA 98528
 (360) 277-2300 (360) 277-2320 FAX

PUBLIC RECORDS REQUEST FORM

This section must be completed by the requesting person, business or agency. Please Print Clearly

Name _____
Agency _____
Address _____
City, State, Zip _____
Daytime Phone _____
Cell Phone _____
Email _____

Date of Request _____
Request Made ___ **In Person** ___ **In Writing** ___ **Telephone** ___ **Fax** ___ **Email**
Request Received by: _____

Description of Request
 Please be as specific as possible with the type of information you are requesting; time period, document title, etc. (attached additional pages, as needed).

Action Requested ___ Inspection ___ Copy
 There is no charge for records inspection. Copy charges are \$0.15 per page.

PUBLIC RECORDS REQUEST INFORMATION

Within five business days of receipt of the request, the North Mason School District will respond by: (1) making the records available for inspection or copying, or if payment is made or terms of payment are agreed upon, sending the records to the requestor; or (2) acknowledging the receipt of the request and providing a reasonable estimate of time the District will require to respond to the request; or (3) denying the request.

In accordance with RCW Chapter 42.17, the district shall make available for public inspection and copying all district records, or portions, except those which contain the following information:

- A. Personal information from any file maintained for students (RCW 42.17.310(l)(a)). Information from student records shall be disclosed only in accordance with the requirements of the Family Educational Rights and Privacy Act of 1974, 20 U.S.C. § 1232g and adopted district policy;
- B. Personal information in files maintained for staff to the extent that disclosure would violate their right to privacy (Requests for verification of employment are not public records and will not be disclosed. Performance evaluations that do not discuss specific instances of misconduct are private and not of legitimate public concern. They will not be disclosed) (RCW 42.17.310(l)(b));
- C. Test questions, scoring keys, or other examination data used to administer academic tests (RCW 42.17.310(l)(f));
- D. The contents of real estate appraisals, made for or by the district relative to the acquisition of property, until the project is abandoned or until such time as all of the property has been acquired, but in no event shall disclosure be denied for more than three years after the appraisal (RCW 42.17.310(l)(g)).
- E. Preliminary drafts, notes, recommendations, and intra-district memoranda in which opinions are expressed or policies formulated or recommended except that a specific record shall not be exempt when publicly cited by the district in connection with any district action (RCW 42.17.310(l)(i));
- F. Records which are relevant to a controversy in which the district is a party but which records would not be available to another party under the rules of pretrial discovery for cases pending in the superior courts -- RCW 42.17.310(l)(j);
- G. Records or portions of records the disclosure of which would violate personal rights of privacy--RCW 42.17.260(1) and RCW 42.17.310(2);
- H. Records or portions of records the disclosure of which would violate governmental interests--RCW 42.17.310(2);
- I. The residence addresses, telephone numbers, personal wireless telephone numbers, personal electronic mail addresses, social security numbers and emergency contact information of employees or volunteers at a public agency held in personnel records, rosters, and mailing lists — RCW 42.17.310 (i)(u).
- J. The names, dates of birth, residential addresses and telephone numbers, personal wireless telephone numbers, personal electronic mail addresses, social security numbers and emergency contact information of dependents of employees and volunteers of a public agency.
- K. Personally identifiable information for special education students — WAC 392-172-422.

*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 (and statutory section) which applies. **No request shall be denied solely on the basis that the request is overbroad.***

If the record which is requested for inspection and/or copying contains both information exempted from disclosure and nonexempt information, the district shall, to the extent practicable, produce the record with the exempt portion deleted and shall provide a written explanation for the deletion.