

PUBLIC ACCESS TO DISTRICT RECORDS

Consistent with Washington State law, the board is committed to providing the public full access to records concerning the administration and operations of the district. Such access promotes important public policy, maintains public confidence in the fairness of governmental processes, and protects the community's interest in the control and operation of its common school district. At the same time, the board desires to preserve the efficient administration of government and acknowledges the privacy rights of individuals whose records may be maintained by the district. This policy and the accompanying procedures are intended to facilitate access to district records without compromising operational efficiency or privacy rights.

As used in this policy and the accompanying procedure, "school district records" is a broad term that includes any writing containing information relating to the conduct of the district or the performance of any district governmental or proprietary function prepared, owned, used, or retained by the district regardless of physical form or characteristics. A "writing" as used in this policy is likewise a broad term that means any handwriting, typewriting, printing, photocopying, photographing, or other means of recording any form of communication or representation. Included within these definitions are digital and electronic forms of communication, including emails, texts or messages through any medium or application, pages, postings and comments from any district-operated or district-sponsored website. The district will retain public records in compliance with state law and regulations.

The definition of "school district records" does not include records that are not otherwise required to be retained by the district and are held by volunteers who do not serve in an administrative capacity, have not been appointed by the district to a district board, commission, or internship, and do not have a supervisory role or delegated district authority.

Because of the tremendous volume and diversity of records continuously generated by a public school district, the board has declared by formal resolution that trying to maintain a current index of all of the district's records would be impracticable, unduly burdensome, and ultimately interfere with the operational work of the district. Additionally, the board hereby finds that it would be unduly burdensome to calculate the costs of producing public records, given the multiple different electronic and manual devices used to produce public records, as well as the fluctuating costs of district supplies and labor.

The Superintendent or designee will develop and the Board will periodically review—procedures consistent with state law that will facilitate this policy. The Superintendent will also appoint a Public Records Officer who will serve as a point of contact for members of the public who request the disclosure of public records. The Public Records Officer will be trained in the laws

and regulations governing the retention and disclosure of records, and will oversee the district's compliance with this policy and state law.

Cross References:

2022 - Electronic Information Systems
2025 - Copyright Compliance
3231 - Student Records
4000 - Public Information Program
4020 - Confidential Communications
5260 - Personnel Records

Legal References:

Chapter 5.60 RCW WITNESSES —
COMPETENCY
Chapter 13.04.155(3) RCW Notification to
school principal of conviction, adjudication, or
diversion agreement — Provision of
information to teachers and other personnel —
Confidentiality.
Chapter 26.44.010 RCW Declaration of
purpose.
Chapter 26.44.030(9) RCW Reports — Duty
and authority to make — Duty of receiving
agency — Duty to notify — Case planning and
consultation — Penalty for unauthorized
exchange of information — Filing dependency
petitions — Investigations — Interviews of
children — Records — Risk assessment
process.
Chapter 28A.605.030 RCW Student education
records — Parental review — Release of
records — Procedure.
Chapter 28A.635.040 RCW Examination
questions — Disclosing — Penalty.
Chapter 40.14 RCW Preservation and
destruction of public records
Chapter 42.17A RCW Campaign Disclosure
and Contribution
Chapter 42.56 RCW Public Records Act
WAC 392-172A Rules for the provision of
special education
Public Law 98-24, Section 527 of the Public
Health Services Act, 42 USC 290dd-2

20 U.S.C. 1232g Federal Education Rights
Privacy Act (FERPA)
20 U.S.C. 1400 et. seq. Individuals with
Disabilities Education Act (IDEA)
42 U.S.C. 1758(b)(6)
34 CFR Part 300—ASSISTANCE TO STATES
FOR THE EDUCATION OF CHILDREN
WITH DISABILITIES
45 CFR Part 160—164—GENERAL
ADMINISTRATIVE REQUIREMENTS,
ADMINISTRATIVE REQUIREMENTS AND
SECURITY AND PRIVACY

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