

# QSD Public Records Request



Name: \_\_\_\_\_

Date: \_\_\_\_\_

Business Name: (if applicable) \_\_\_\_\_

E-Mail: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_

**If requesting public records, provide a detailed description of the record(s) you are seeking:** Note – To expedite processing your request, provide a clear description of the record you are requesting. If you aren't sure how to describe or would like help identifying the records you are seeking, please call 509-787-4571.

**If you are requesting e-mail records, please provide a specific date range and search terms to help the District locate records responsive to your request (see instructions for additional information):** Note - Because of the steps involved in retrieving and reviewing email records, requests for email records take longer to process. To receive records quickly, provide specific details with a focused date range. (For example: "I would like emails from Mr. Jones from April 1-4, 2013, that discuss my student's lost trombone.")

**In the event the District needs to respond to your request in installments (which is common with requests for a large volume of records), please indicate which records you would like first - (see FAQs for additional information):**

**If the records contain names or personal information of students who are NOT the subject of this request, please indicate your preference below** - (see FAQs for additional information):

- I am not seeking student names or other personally identifiable information of students, and authorize that such information may be redacted from the records provided to me.
- Please **DO NOT** black out student names or other personally identifiable information of students from the records provided to me unless such information is exempt under an exemption authorized by Washington's Public Records Act or Family Educational Rights and Privacy Act (FERPA).
- I prefer to receive the above described records in the following format:**  
Electronic (If available)  Paper Copy (15 cents / page for copies that exceed 25 pages)  View by appointment

**The law prohibits use of lists of individuals for commercial purposes. By checking box below, I certify that I will not use any lists of individuals that I receive in response to this request for any commercial purpose.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Any person wishing to request access to public records of Quincy Public Schools, or seeking assistance in making such a request should contact the public records officer for Quincy Public Schools.

**Submit request to:**

Public Records Officer o Quincy Public Schools  
119 J St SW oQuincy, WA 98848  
Phone: (509) 787-4571 o Fax: (509) 787-4336  
Email: [publicrecords@qsd.wednet.edu](mailto:publicrecords@qsd.wednet.edu)

# FAQs Public Records Requests



## Records Requests

Quincy School District is committed to full disclosure and transparency in making public records available. Questions or comments regarding the School District's public records process may be sent to [publicrecords@gsd.wednet.edu](mailto:publicrecords@gsd.wednet.edu) or mailed to 119 J. St. SW Quincy, WA, Attn: Public Records Request, or called in to (509) 787-4571.

## Frequently Asked Questions

### What is the Public Records Act?

RCW 42.56.070 requires each agency to make available for inspection and copying non-exempt public records in accordance with the Public Records Act (PRA). The purpose of the Act is to provide the public full access to information concerning the conduct of government, mindful of individuals' privacy rights.

### What is a public record?

The PRA defines a public record as "any writing containing information relating to the conduct of government or the performance of any governmental or proprietary function prepared, owned, used, or retained by any state or local agency regardless of physical form or characteristics."

### How do I request public records?

Any person wishing to inspect or obtain public records should make the request in writing on the Quincy School District Public Records Request Form. The request should include the requestor's name, contact information, detailed description of the record, and date of the request. For assistance in submitting a request, please call (509) 787-4571.

### How do I know which records to ask for?

If you're not sure what to request, feel free to call (509) 787-4571 for assistance. If you can tell us what it is you're looking for, we can help identify the record you need or the staff member who can provide the information.

Under Public Records laws, a requestor is not required to identify the exact record he/she seeks, but is required to request an "identifiable record." An "identifiable record" is one that agency staff can reasonably locate.

### How can I get the records I need quickly?

If you would like to obtain records quickly, the following information may help:

- Focus on specific records you need. For example, "Minutes from the October 1, 2014 Bus Safety Task Force Committee meeting."
- Provide clear, specific details about the records you are seeking to assist the District in processing your request quickly and efficiently.
- Avoid making an overly-broad request. For example, if you want to know how much the District spent on a particular item, identifying the item and approximate time it was purchased would allow the District to respond much more quickly and efficiently than requesting records of all expenditures for an undetermined period of time.
- Depending on the nature/volume of your request, the District may need to respond in installments. Please provide any guidance as to whether you have a preference or priority set of documents (e.g. records from a specific date range, records from a specific department/staff member,

records on one particular subject before another, etc.). Such clarification will allow the District to prioritize the process in order to gather all responsive records and provide them to you in the most efficient manner possible.

- Please keep in mind, a broad and unclear request will take longer to process and may require additional clarification. If you are unsure which records might contain information you are specifically looking for, please contact us for assistance.
- Avoid using phrases such “regarding” or “related to” when describing records. Those inexact phrases often cause a delay because records you think are “related” could be different from what the District thinks are “related.” A more precise request is for “records that discuss [insert your subject here]”
- If you have any questions about how to identify records, please call the District (509-787-4571) and we will be happy to assist you.

### **What about E-Mails and Electronic Records?**

Thousands of emails are sent from and received by the District on a daily basis and are maintained on the District’s centrally archived email system. Please keep in mind that email records take longer to process than other records requests.

If your request includes emails or other electronic records, it is helpful to provide a specific date range and suggest search terms that will allow the District to locate and assemble identifiable records responsive to your request.

Please note, as a school district, many emails contain student names for a variety of reasons: class lists, schedules and information, school or class newsletters, state reporting data, for example. Many emails specifically discuss a student issues, education, assignments, etc. The District will need additional time to process requests for emails because of the need to review and redact (black out student names or exempt information).

### **What is the District’s policy on disclosure of public records?**

It is the School Board’s policy to disclose public records pursuant to the public records laws.

[View Policy 4040 - Disclosure of Public Records](#)    [View Procedure 4040 - Disclosure of Public Records](#)

### **How Does the District Process Public Records Requests?**

The Public Records Act governs each agency to provide access to public records and protect records from damage. The District will provide the fullest assistance to requestors, and provide a timely response to public records requests. The public records officer or designee will process requests in the order allowing the most requests to be processed in the most efficient manner and without excessive interference with other essential functions of the District.

Within five (5) business days of receipt of the request, the public records officer will do one or more of the following:

- a) Acknowledge receipt of request and provide a reasonable estimate of when records will be available; or
- b) Make the records available for inspection or copying; or
- c) Seek clarification of request if the request is unclear or does not sufficiently identify the requested records. Such clarification may be requested and provided by telephone; or
- d) Deny the request.

### **I want some information but don’t know how to get it. Should I just fill out a request form?**

You may complete and submit a Public Records Request Form, but you may be able to obtain the information much more quickly by speaking with District staff. If you have questions and are unsure who you should speak

to, please call our office. We would be happy to discuss your concerns with you and point you in the right direction to obtain the information you are seeking.

### **Is there someone I can call for help?**

Yes! If you need records or information and are unsure how to proceed, please call our office. We would be happy to help by connecting you with someone who may provide the information you are seeking. We can also assist with completing a records request form.

### **When are Public Records Available?**

Public records are available for inspection upon appointment during normal business hours of Quincy School District.

### **Are There Fees for Public Records?**

After inspection is complete, the Public Records Officer or designee will make the requested copies or arrange for copying. The cost for copies is 15 cents per page for copies that exceed twenty-five (25) pages. Payment may be made by cash, check, or money order payable to the District. The District may also charge actual costs of mailing, including the cost of the shipping container. Before making copies, the Public Records Officer or designee may require a deposit of up to ten percent of the estimated costs of copying all the records selected by the requestor. The Public Records Officer or designee may also require payment of the remainder of the copying costs before providing all the records, or the payment of the costs of copying an installment before providing that installment.

### **Family Educational Rights and Privacy Act (FERPA):**

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. To view the Family Educational Rights and Privacy Act, click here: <http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>

### **Protecting students' privacy**

The District often encounters student names and personally identifiable information in its review of records responsive to public records requests. This information may not necessarily be exempt from a public records request; however, the District is sensitive to any personally identifiable information of students and has a practice of asking requestors for clarification as to whether they are seeking student names or other personally identifiable information of students. As such, the boxes on the form indicate if a requestor is seeking student names or other personally identifiable information of a student(s). Please note that if you wish to give permission to exclude this information from the records the District provides, you would still receive each applicable record in its entirety, only the student name or other personally identifiable information of a student would be redacted.