

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 procedure are intended to facilitate access to public records of the District without compromising operational efficiency or privacy rights.

As used in this policy and the accompanying procedure, "public record" means 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 and procedure is likewise a broad term that means any form of communication or representation (e.g., handwritten, typewritten, printed, photocopied, or photographed), including, but not limited to: letters, words, pictures, sounds, symbols, or combinations thereof; papers; maps; magnetic or paper tapes; photographic films and prints; motion picture, film, and video recordings; magnetic or punched cards; discs; drums; diskettes; sound recordings; and other documents including existing data compilations from which information may be obtained or translated. Included within these definitions are digital and electronic forms of communication retained by the District, including emails; texts; messages through any medium or application; and pages, postings, and comments from any website operated or sponsored by the District.

The District will retain public records in compliance with state law and regulations and Policy 4041. Because of the tremendous volume and diversity of records continuously generated by the District, the Board has declared that maintaining a current index of all the District's records would be impracticable, unduly burdensome, and ultimately interfere with the operational work of the District.

The Board also finds that it would be unduly burdensome to calculate the actual per-page or other costs charged for providing copies of public records. The Superintendent may establish charges for providing copies of requested records.

The Superintendent will develop—and the Board will review—procedures consistent with state law that will facilitate this policy. The Superintendent or his/her designee will serve as the Public Records Officer (PRO), who is the point of contact for members of the public who request the disclosure of public records. The PRO 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:

3231 – Student Records

Legal References:

Chapter 5.60 RCW

Witnesses—Competency

RCW 13.04.155(3)

Notification to designated recipient of adjudication or conviction—Information exempt from disclosure

RCW 26.44.030(9)

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

RCW 28A.605.030

Student education records—Parental review—Release of records—Procedure

RCW 28A.635.040

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

Chapter 44-14 WAC

Public Records Act—Model Rules

Chapter 392-172A WAC

Rules for the Provision of Special Education

20 U.S.C. § 1232g et seq.

Family Educational Rights and Privacy Act (FERPA)

20 U.S.C. § 1400 et. seq.
Individuals with Disabilities Education Act (IDEA)

42 U.S.C. § 290dd-2
Confidentiality of Records

42 U.S.C. § 1758(b)(6)
Program Requirements

34 C.F.R. Part 300
Assistance to States for the Education of Children with Disabilities

45 C.F.R. Part 160
HIPAA Privacy Rule

Management Resources:
2017 – July Issue

2015 - December Issue

2015 - April Issue

2012 - April Issue

2010 - February Issue

Policy News, June 2006

Policy News, October 2005

Washington State Office of the Attorney General – Open Government Training

Washington State Office of the Attorney General – Model Rules on Public Disclosure

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