

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 the school 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 and procedures 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.)

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.

The Superintendent 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 Reference:	Policy 3231	Student Records
Legal Reference:	RCW 5.60 RCW 13.04.155(3) RCW 26.44.10 RCW 26.44.030(9)	Witnesses—Competency. Notification to school principal of conviction, adjudication, or diversion agreement—Provision of information to teachers and other personnel—Confidentiality. Declaration of purpose. 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—

RCW 28A.605.030	Interviews of children—Records— Risk assessment process. Student education records—Parental review—Release of records— Procedure.
RCW 28A.635.040	Examination questions—Disclosing— Penalty..
RCW 40.14	Preservation and destruction of public records.
RCW 42.17	Campaign disclosure and contribution.
RCW 42.56	Public Records Act.
WAC 392-172A	Rules for the provision of special education.
20 U.S.C. § 1232g	Federal Education Rights Privacy Act (FERPA).
20 U.S.C. § 1400 et. seq.	Individuals with Disabilities Education Act (IDEA).
41 U.S.C. § 290dd-2	Public Health Services Act, Public Law 98-24, Section 527.
42 U.S.C. § 1758(b)(6)	Assistance to States for the Education of Children with Disabilities.
34 CFR Part 300	General Administrative Requirements, Administrative Requirements, and Security and Privacy.
45 CFR Part 160-164	

Management Resources:

Policy & Legal News	December 2015
<i>Policy & Legal News</i>	April 2015
	April 2012
	February 2010
<i>Policy News</i>	June 2006
	October 2005
Washington State Office of the Attorney General – Open Government Training	
Washington State Office of the Attorney General – Model Rules on Public Disclosure	