

## **PUBLIC ACCESS TO DISTRICT RECORDS**

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 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 procedure 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 shall oversee the District's compliance with this policy and state law.

---

Cross References:	Board Policy 3231	Student Records
Legal References:	Chapter 5.60 RCW Chapter 13.04.155(3) RCW  Chapter 26.44.010 RCW	WITNESSES — COMPETENCY Notification to school principal of conviction, adjudication, or diversion agreement — Provision of information to teachers and other personnel — Confidentiality. 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

Management Resources:

- 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

Revision Date: 06/28/10, 6/25/12, 4/24/17  
Adoption Date: August 15, 2001  
Woodland School District #404