

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 ~~school district~~public records of the District 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 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 ~~handwriting, typewriting, printing, photocopying, photographing, or other means of recording 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 ~~or~~ messages through any medium or application; and pages, postings, and comments from any District website operated or District-sponsored website. ~~The District will retain public records in compliance with state law and regulations by the District.~~

~~The definition of "school district-District will retain public records" does not include records that are not otherwise required to be retained by the District in compliance with state law and are held by volunteers who do not service 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.~~

regulations and Policy 4041. Because of the tremendous volume and diversity of records continuously generated by ~~a public school district~~the District, the Board has declared by formal resolution that ~~trying to maintain~~maintaining 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 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 periodically review—procedures consistent with state law that will facilitate this policy. The Superintendent or his/her designee will ~~also appoint~~ serve as the Public Records Officer (PRO), who ~~will serve as~~ is the point of contact for members of the public

who request the disclosure of public records. The ~~Public Records Officer~~PRO will be trained in the laws and regulations governing the retention and disclosure of records; and ~~shall~~will oversee the District's compliance with this policy and state law.

Cross References: 3231 ~~—~~ Student Records
4000 – Public Information Program

Legal References: Chapter 5.60 RCW ~~WITNESSES—~~
~~COMPETENCY~~Witnesses—
Competency

~~Chapter~~RCW 13.04.155(3) Notification to ~~school~~
~~RCW~~ ~~principal~~designated recipient of
~~conviction, adjudication, or diversion~~
~~agreement—~~Provision of information
~~to teachers and other personnel—~~
~~Confidentiality~~conviction—
Information exempt from disclosure

~~Chapter~~26.44.010 RCW ~~Declaration of purpose.~~

~~Chapter~~RCW 26.44.030(9) Reports ~~—~~—Duty and authority to
~~RCW~~ ~~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~~RCW 28A.605.030 Student education records ~~—~~—
~~RCW~~ Parental review ~~—~~—Release of
records ~~—~~—Procedure.

~~Chapter~~RCW 28A.635.040 Examination questions ~~—~~—Disclosing
~~RCW~~ ~~—~~—Penalty.

Chapter 40.14 RCW Preservation and ~~destruction~~Destruction
of ~~public records~~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

~~WAC~~Chapter 392-172A Rules for the ~~provision~~Provision of
~~WAC~~special educationSpecial Education
Public Law 98-24, Section 527 of the Public Health Services Act,
42 USC 290dd-2

~~20 U.S.C. § 1232g et seq.~~ 20 U.S.C. 1232g-Federal
EducationFamily Educational Rights
and Privacy Act (FERPA)

~~20 U.S.C. § 1400 et. seq.~~ 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 ~~CFR~~C.F.R. Part 300— Assistance to States for the Education
~~ASSISTANCE TO~~ of Children with Disabilities
~~STATES FOR THE~~
~~EDUCATION OF~~

~~CHILDREN WITH~~
~~DISABILITIES~~

~~45 CFR Part 160—164—~~ HIPAA Privacy Rule

~~GENERAL~~
~~ADMINISTRATIVE~~
~~REQUIREMENTS,~~
~~ADMINISTRATIVE~~
~~REQUIREMENTS AND~~
~~SECURITY AND~~
~~PRIVACY~~45 C.F.R. Part
160

Inserted Cells

Inserted Cells

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

Revision Date: 06/28/10, 6/25/12, 5/22/17, 9/25/17
Adoption Date: August 15, 2001
Woodland School District #404