



Highline Public Schools Board Action Report

Supports the Strategic Plan

DATE: 6-13-17

FROM: Dr. Susan Enfield, Superintendent

For Introduction: 6-21-17

LEAD STAFF:

For Action: 7-26-17

Holly Ferguson, Chief Policy & Strategy Officer; Michelle Terry, Public Records Officer

I. TITLE Approval of new fee schedule for public records

II. WHY BOARD ACTION IS NECESSARY

As the governing body of the district, Board approval is necessary to set fees charged for public records requests.

III. BACKGROUND INFORMATION

Recent legislative changes (HB 1595, 2017 legislative session) to the state public records act (RCW 42.56) have changed the amount and types of fees that school districts and other public agencies can charge fees for responding to public records requests.

In order to take advantage of these changes the district is proposing to adopt a new fee schedule (attached), effective upon approval by the Board. Under current law the district can only charge a fee for paper records that are released; the changes include allowing charging for electronic records, scanned records, and records transmitted via electronic format. Many of the public records requests we receive are for electronic records (for example, emails) so this change is expected to at least begin to offset the extraordinary amount of staff time spent on completing requests.

IV. RECOMMENDED MOTION

I move that the Highline School Board approve the new fee schedule for public records requests.

V. FISCAL IMPACT/REVENUE SOURCE

Fiscal impact to this action will be (amount and source including fund Example - \$522,000 from general fund Title 1 revenue).

This action will increase the revenue coming in to the district. It is unknown at this time what the increase will be as any revenue will be dependent on the type of public records requests we receive.

The revenue source for this motion is N/A.

Expenditure: One-time Annual

VI. APPLICABLE POLICY(S)

This action is in compliance with the following:

Policy 4040

VII. ALTERNATIVES

The alternative is to not adopt the new state-approved fee schedule. This is not recommended as it would result in the district continuing to expend resources to complete requests without getting any revenue.

VIII. COMMUNITY ENGAGEMENT

Community Engagement Required: Yes No

IX. POLICY MONITORING PLAN

This new or revised policy will be monitored by the School Board:

Quarterly Semi-Annually Annually Not Applicable

X. ATTACHMENTS

Proposed public records requests fee schedule

**Highline Public Schools
Public Records Request Fee Schedule**

Actual cost	Customized service charge (in addition to fees for copies—see below)
Copies	
15 cents/page	Photocopies, printed copies of electronic records when requested by the requestor, or for the use of district equipment to make photocopies
10 cents/page	Scanned records, or use of agency equipment for scanning
5 cents/each 4 electronic files or attachments	Records uploaded to email, or cloud-based data storage service, or other means of electronic delivery
10 cents/ gigabyte	Records transmitted in electronic format or for use of district equipment to send records electronically
Actual cost	Digital storage media or devices
Actual cost	Any container or envelope used to mail copies
Actual cost	Postage or delivery charges

Revised July 26, 2017