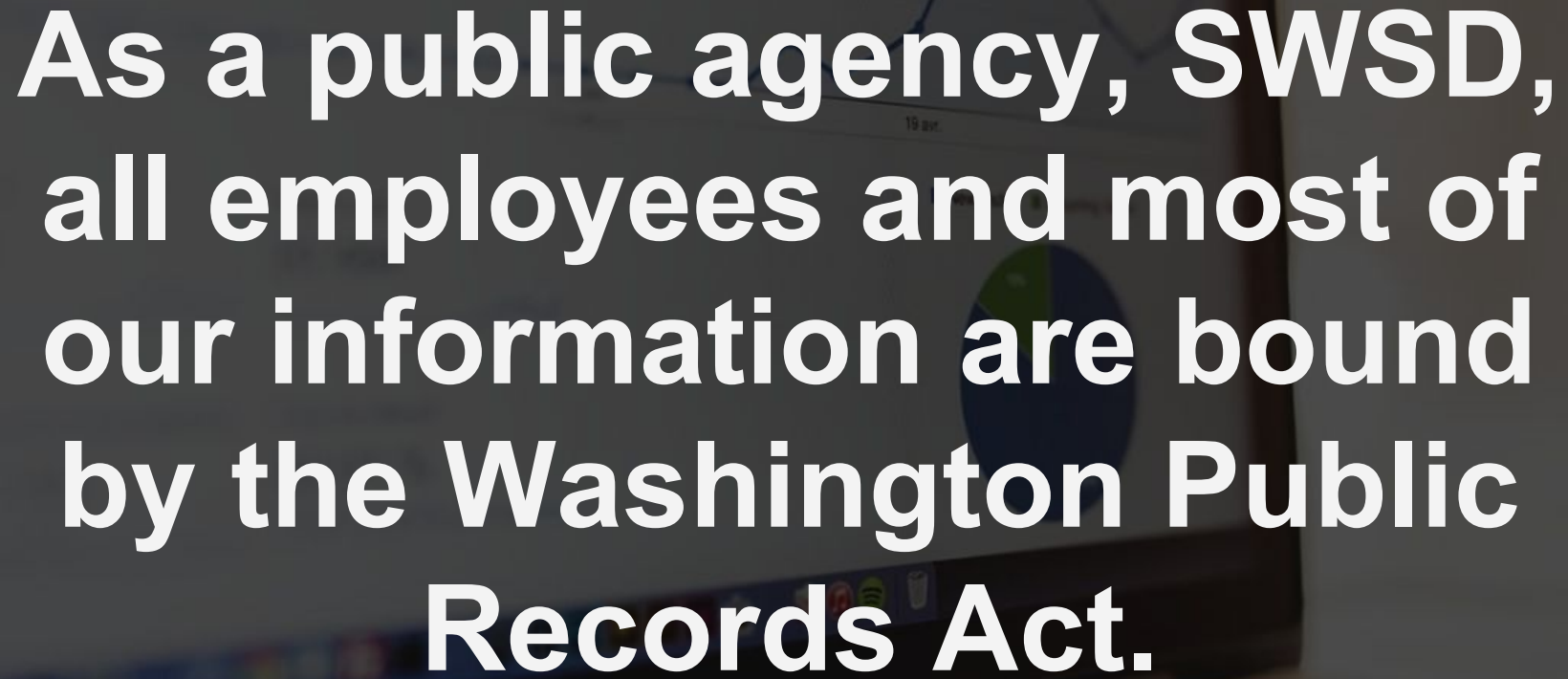


Public Records Act

RCW 42.56, SWSD Policy 4040 and Procedure
4040P



A laptop screen is shown in the background, displaying a line graph with a blue line and a globe. The text is overlaid on the screen in a large, white, bold font.

**As a public agency, SWSD,
all employees and most of
our information are bound
by the Washington Public
Records Act.**

The State of Washington

In 1972, Voters approved
the Public Disclosure Act
(RCW 42.56)

“Sunshine Laws are crucial
to ensuring government
accountability and
transparency.”





What is a public record?

A public record is information and data - regardless of physical format or characteristic - used, created or maintained in the conduct of government (including all public agencies).



ALL EMAIL

All emails received and sent relating to the conduct of the school, regardless of where it is stored.



ALL HARD DRIVES

Any documents created for school purposes regardless of where it is stored.



SOCIAL MEDIA

If you are commuting via social media regarding school events, any posting regardless if it originates from SWSD is a record



TEXT MESSAGES

If you use your personal devices for communicating SWSD business, those too are records subject to public disclosure.

FERPA Exceptions

RCW 28a.605.030, FERPA 20 USC 1232g, 34 CFR 99

The Scope of the Public Records Act is broad, however FERPA protections exempt some school records from being disclosed.

This information is **redacted** from the record:

- Student Records (name, birthdate, address, etc)
- Employee's personal address and home telephone numbers
- Attorney-Client Privileged Records

Records Retention, Destruction & Archives



School Districts and Educational Service Districts Records Retention Schedule

Version 8.2 (December 18, 2014)

This schedule applies to: School Districts and Educational Service Districts

Scope of records retention schedule

This records retention schedule authorizes the destruction/transfer of public records of School Districts and Educational Service Districts relating to the function of pre-kindergarten through grade 12 education. It is to be used in conjunction with the *Local Government Common Records Retention Schedule (CORE)*, which authorizes the destruction/transfer of public records common to all local government agencies. CORE can be accessed online at: <http://www.sos.wa.gov/archives/recordsretentionschedules.aspx>.

Disposition of public records

Public records covered by records series within this records retention schedule must be retained for the minimum retention period as specified in this schedule. Washington State Archives strongly recommends the disposition of public records at the end of their minimum retention period for the efficient and effective management of local resources.

How records retention works...

Step 1

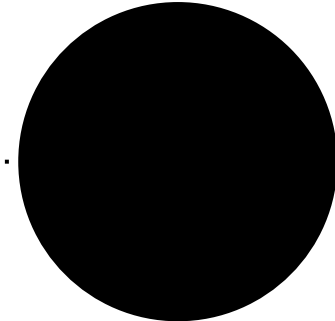
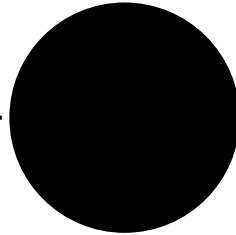
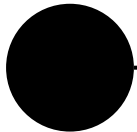
Determine what records you keep and what retention schedule applies to them

Step 2

Organize records by destruction dates, form on our website

Step 3

Shred records you don't need to keep. The less records available, the less that need to be searched.



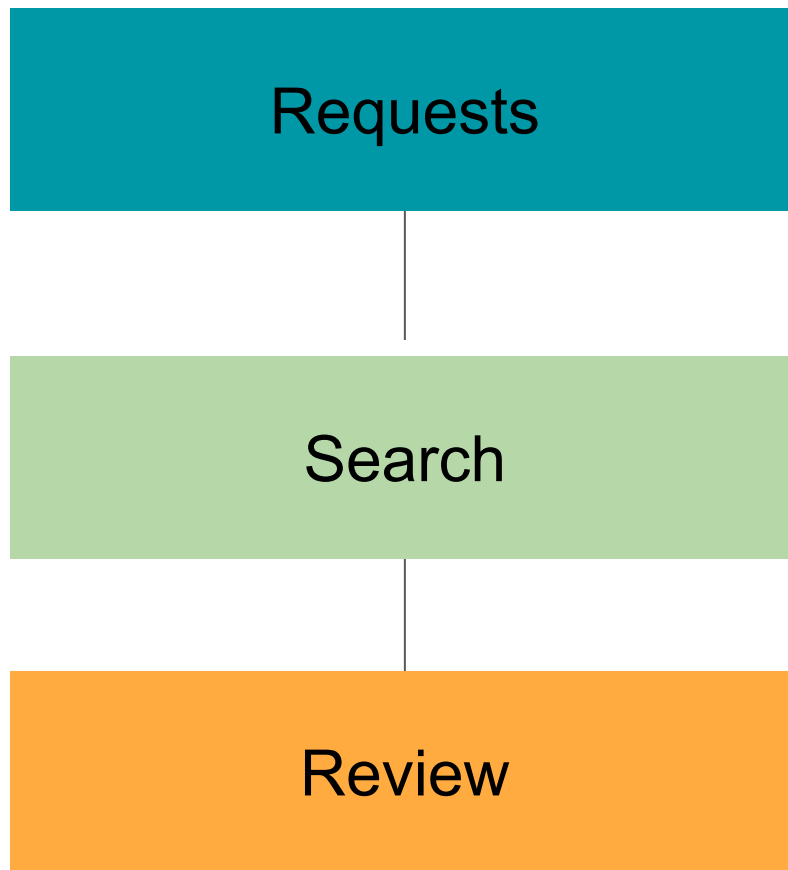
When there is a records
request...

DO SEARCH!

DON'T DELETE!

Records Request Process

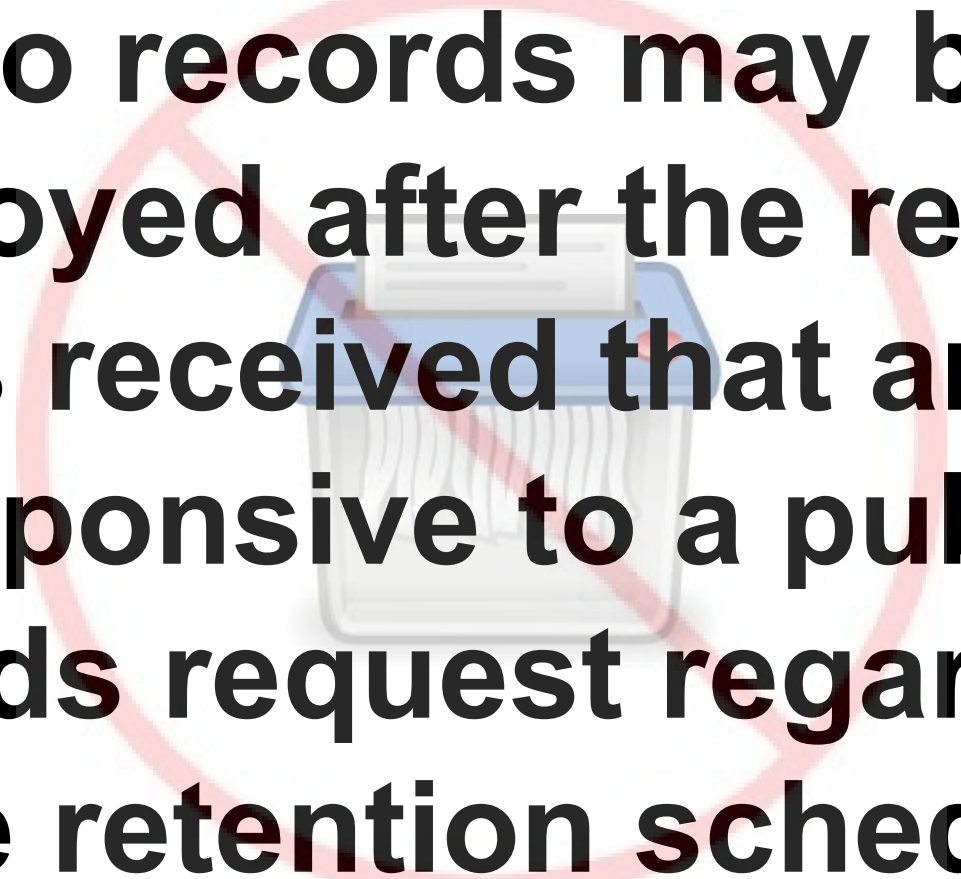
1. Requests begin with the Public Records Coordinator (PRC)
2. Request forwarded to staff who we believe have the records
3. If asked to search, please search through all digital and paper files for the records in questions
4. Send all records either digitally or in paper form to PRC
5. Complete the Declaration Form that you have searched your files and send the form to PRC
6. The PRC will review each and every record to confirm the records are part of the request and FERPA information is redacted



Most large penalties related to the Public Records Act are the result of inadequate initial efforts to provide the requested records.



No records may be destroyed after the request is received that are responsive to a public records request regardless of the retention schedules.





Top Ten BEST PRACTICES

ALL South Whidbey
School District
Communication
should be done via
SWSD Google Email





Unsubscribe from
junk mail and
delete your SPAM
folder regularly

Be Careful
What You
Write!
Everything can
become a
public record.





Organize records by
retention dates.



ONE COPY!!!

SWSD only needs to
keep one copy for
official retention.

Determine who keeps
the record.

Destroy or archive records when the records retention schedule allows them to be destroyed or archived.





Communicate in Person
or by Telephone.



Voice messages are public records. Keep them brief and change your greeting to request the messages be ONLY name and number.

If you receive a records request, forward to the PRC, promptly turn over the requested records and complete the declaration.



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**South Whidbey
School District**
Education to Navigate a Wider World

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SWSD values Transparency

The more information that is
available online aids to our
transparency.