

## 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 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 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.

The definition of "school district records" does not include records that are not otherwise required to be retained by the District and are held by volunteers who do not serve 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 related District authority.

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.

A fee structure shall be created using the most reasonable cost-efficient method available as part of the District's normal operation.

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**

**Legal References:**

Policy 3231 - Student Records  
Chapter 5.60 RCW WITNESSES –  
COMPETENCY  
Chapter 13.04.155(3) RCW Notification to  
school principal of conviction,

adjudication, or diversion agreement –  
Provision of information to teachers and  
other personnel – Confidentiality  
Chapter 26.44.010 RCW 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

**Adopted:** January 24, 2022