

## COMMUNITY RELATIONS

### Disclosure of Public Records

State law requires that governmental agencies publish procedures on disclosure of public records.

Public records are defined as any writing containing information relating to the conduct of government or the performance of any governmental or proprietary function prepared, owned, used or retained by any state or local agency regardless of physical form or characteristics. "Writing" means handwriting, typewriting, printing, Photostatting, photographing, and every other means of recording any form of communication or representation, including but not limited to, letters, words, pictures, sounds, or symbols, or combinations thereof, and all 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.

The Superintendent/designee shall establish procedures to implement this policy.

Legal Reference:     [RCW 42.56](#)            [Public Records](#)

Adopted: June 10, 1992

Revised August 16, 2017