

## COMMUNITY RELATIONS

### Disclosure of Public Records

District Public Records Officer:

1. For the most timely and efficient response, requests for school district records should be directed in writing to the Public Records Officer listed below, whose responsibilities include serving as a point of contact for members of the public in this process and overseeing the District's compliance with the Public Records Act, Chapter 42.56 RCW, and Policy 4040. The current Public Records Officer of the District may be reached at the District's Central Administrative Building as follows:

School District Attorney  
1000 W. Fourth Avenue  
Kennewick, WA 99336  
Phone: 509-222-7448  
Fax: 509-222-5051

2. Consistent with state law, the Public Records Officer shall complete trainings related to the Washington Public Records Act and the public records retention no later than ninety (90) days after assuming the responsibilities of the Public Records Officer. After the initial training(s), the Public Records Officer must complete refresher training at intervals of no more than four years as long as he or she remains the District's Public Records Officer.

Procedures for disclosure of public records shall be as follows:

3. Copies of all operating manuals, general reports, handbooks, guides, procedures, policies, regulations, job descriptions, budgets, and all other bound and indexed documents produced by the district for the operation of each and all of its various entities are to be available for public inspection and copying.
4. Public records residing in the various offices, files, storage areas, classrooms, and other repositories are to be made available to any person for inspection and copying upon request unless such public records are covered by the exemption section of this procedure.
5. All indexes maintained for district use shall be made available for public inspection and copying.
6. District facilities shall be made available to any person for the copying of public records except when and to the extent that this would unreasonably disrupt the operations of the district.
7. Public records shall be available for inspection and copying during customary office hours of the district.

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8. No fee shall be charged for the inspection of public records. Charges for copying documents, cassette tapes, computer disks, etc., shall not exceed the amount necessary to reimburse the district for its actual costs of labor and supplies incident to such copying. Normal charges for copying shall be established and reviewed annually by the superintendent or his/her designee; however, this fee may be waived where collection of and accounting for the fee would be unduly burdensome and/or uneconomical in light of the small size of the fee, or where the district's and public's interest would be served by such a waiver.
9. All requests for access to or reproduction of public records maintained by the school district shall make the request in writing by letter, fax or email addressed to the Public Records Officer and include the following information:
- Name, address telephone number, and email address of requestor;
  - Identification of the public records adequate for the Public Records Officer or designee to locate the records; and
  - The date the request is submitted to the District

The District strongly recommends to use the Public Records Request Form F-1 4340 whenever possible for all record's requests. Records requests not made to the District's Public Records Officer will be forwarded by the building level administrators, program administrators, or other staff receiving the request for processing.

10. Within five (5) business days of receipt, the Public Records Officer or designee will do one or more of the following:
1. Provide copies of the record(s) requested or make the record available for inspection, or in the alternative, provide an internet address and link to the District's website where the specific record can be accessed (provided that the requestor has not notified the District that he or she cannot access the records through the internet); or
  2. Acknowledge that the District has received the request and provide a reasonable estimate of the time it will require to fully respond ; or
  3. Seek clarification of the request; or
  4. Deny the request

If the District does not respond in writing within five business days of receipt of the request for disclosure, the requestor should contact the Public Records Officer to determine the reason for the failure to respond.

11. Exemptions:
- A. The following items pertaining to public schools shall be exempt from public inspection and copying:
- a. Personal information in any files maintained for students.

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- b. Personal information in files maintained for employees or appointed or elected officials of the district to the extent that disclosure would violate their right to privacy.
  - c. Test questions, scoring keys, and other examination data used to administer an employment or academic examination.
  - d. Except as provided by law, the contents of real estate appraisals, made for or by the district relative to the acquisition of property, until the project is abandoned or until such time as all of the property has been acquired, but in no event shall disclosure be denied for more than three years after the appraisal.
  - e. Valuable formulae, designs, drawings, and research data obtained by the district within five years of the request for disclosure when disclosure would produce private gain and public loss.
  - f. Preliminary drafts, notes, recommendations, intra-district memoranda in which opinions are expressed or policies formulated or recommended except that a specific record shall not be exempt when publicly cited by the district in connection with any district action.
  - g. Records which are relevant to a controversy to which the district is a party but which records would not be available to another party under the rules of pretrial discovery for cases pending in the superior court.
- B. Information contained in a public record which would unreasonably violate personal privacy shall be deleted before inspection is allowed, but, if deletion is not possible, the record shall not be made available for inspection.
- C. Refusal to allow inspection of any public record in whole or in part shall include a statement of the specific exemption authorizing the withholding of the record, or part thereof, and a brief explanation of how the exemption applies to the record withheld.
- D. The district is authorized to seek a protective order or injunction to prevent the disclosure of records otherwise disclosable when the superintendent or designee, in consultation with legal counsel, determines that there is reasonable cause.
12. Fees for Copies:
- A. Photocopying, 15 cents per page (includes secretarial time).
  - B. If mailing is involved the actual postage cost will be charged.

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- C. The cost of electronic copies of records shall be \$2.50 for information provided by CD or DVD. There will be no charge for smaller requests which can be fulfilled by e-mailing electronic records to the requestor.

Adopted: June 10, 1992  
Amended: April 20, 1993  
Amended: March 1, 1996  
Amended: June 16, 2015