

**Tumwater School District  
Board Policy**

**PUBLIC ACCESS TO DISTRICT RECORDS**

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.

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.

Legal References:	RCW 40.14	Preservation and destruction of public records
	Ch. 42.17 RCW	Disclosure-Campaign Finances-Lobbying
	Ch. 42.56	Public Records Act
	WAC 392-172A	Rules for the provision of special education
	20 U.S.C. § 1232g	Federal Education Rights Privacy Act (FERPA)
	RCW 5.60	Witnesses – Competency
	RCW 13.04.155(3)	Notification to school principal of conviction, adjudication, or diversion agreement – Provision of information to teachers and other personnel – Confidentiality
	RCW 26.44.010	Declaration of purpose
	RCW 26.44.030(9)	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 – release of records – procedure
	RCW 28A.605.030	Student education records – parental review – release of records – procedure
	RCW 28A.635.040	Examination questions – disclosing – penalty
	Public Law 98-24	Section 527 of the Public Health Services Act, 42 USC 290dd-2
	20 U.S.C. 1400	Individuals with Disabilities Act
	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, administrative  
requirements and security and privacy

Management Resources:

*Policy News 4/15*

*Policy News 2/10*

*Policy News 6/06*

*Policy News 10/05*

Federal Education Rights and Privacy Act  
Revisions

Public Records Act

Public Disclosure

**ADOPTED: April 11, 2013**

**REVISION DATE: August 27, 2015**