
PUBLIC ACCESS TO DISTRICT RECORDS

The following procedures shall be used to carry out the District's policy regarding public access to District records:

Public Records Custodian. An administrator shall serve as public records custodian who shall be responsible for the maintenance of District records in accordance with District policy. The custodian shall permit access to, and copying of, District records by the public with authorization from the Superintendent or designated public records officer. With respect to those records which the District's student record policy or the Federal Family Educational Rights and Privacy Act designates as open to inspection, a custodian of student records at the facility where the record is kept shall have authority to grant a request for inspection and copying. With respect to all other records, a request for inspection and copying shall be granted only after review and approval of the request by the public records officer. The public records officer shall be listed on the District Web site.

Requests for Inspection and Copying. Upon written request, the District shall make available to any person for inspection and copying any record or records not exempted by law and District policy.

A written request for inspection and/or copying of records must include:

1. Name, address, and signature of the party requesting disclosure and the date of request;
2. Specifications of the records or types of records requested; and
3. A statement of the intended use of requested documents if lists of individuals are included in the request.

The District shall not deny a request solely due to refusal to furnish a reason for the request. Written requests for inspection and/or copying of records shall be made to the public records officer at the District's central office or to the public records custodian at the place where the requested records are kept.

When the request is for a large number of records, the public records officer will provide access for inspection and copying in installments if he or she reasonably determines that it would be more practical to provide the records in that way. If within thirty days, the requestor fails to inspect the entire set of records or one or more of the installments, the public records officer may stop searching for the remaining records and close the request.

Written requests shall be made and records shall be available for inspection and copying during the customary business hours of the District's central office and/or the facility where the requested records are kept.

A response to each written request for inspection and copying of District records shall be provided within 5 business days of receiving a public record request. The District will respond by either (1) providing the record; (2) acknowledging that the District has received the request and providing a reasonable estimate of the time the District will require to respond to the request; or (3) denying the public record request. Additional time required to respond to a request may be based upon the need to clarify the intent of the request, to locate and assemble the information requested, to notify third persons or agencies affected by the request, or to determine whether any of the information requested is exempt and that a denial should be made as to all or part of the request. If a requested record contains personally identifiable information about a person, prior to release, the person and appropriate bargaining unit, if any, shall be notified of the request and the district's intended response. In acknowledging receipt of a public record request that is unclear, the District may ask for clarification. Any denial of a request shall contain an explanation of the statutory basis of the denial. If a record contains disclosable information, the district shall disclose the record with the nondisclosable portion deleted and provide a written explanation of the statutory basis for the deletion.

If the public records officer concludes that disclosure of a requested record that is not exempt from disclosure is not in the public interest and would substantially and irreparably damage any person or vital governmental function, the public records officer shall seek a court injunction to prevent disclosure.

On request, the district shall make copies of public records for a per-page fee of fifteen cents and the actual cost of postage and an envelope, if any. Determining the actual cost of staff time for copying is excessively burdensome; therefore, the district is using the statutory fifteen cents per page charge. The district may require a deposit not to exceed 10 percent of the estimated cost of providing copies of a request. The District may also require the payment of the remainder of the copying costs before providing all of the records, or the payment of the costs of copying an installment before providing the installment.

The requestor must claim or review the assembled records within thirty days of receiving notification from the district that the records are ready. If the requestor does not do so within this time period or does not make other arrangements, the public records officer may close the request and re-file the assembled documents.

Staff shall provide full assistance to members of the public making inquiries or requests related to District records. Staff shall locate and produce for inspection requested records which are not exempt from disclosure and which have been sufficiently identified in a request for inspection.

A staff member may condition access to a public record containing a list of individuals on the requester's promise that the record will not be used for a commercial purpose.

The coordinator and public records custodian shall have authority to impose reasonable conditions on the manner of inspection of records so as to minimize the risks of damage or disorganization of the records and to prevent excessive interference with other essential operations of the District.

Retention of Records. The District shall retain public records consistent with the general retention schedule for local agency records. A copy of the general retention schedule is available at

<http://www.secstate.wa.gov/archives/RecordsRetentionSchedules.aspx>

Faculty & Staff E-mail Management/Archiving

This procedure covers all account holders: permanent, temporary and part-time employees of the Freeman School District, as well as interns, contractors or other entities that access and use the Freeman School District's e-mail system.

All e-mail messages shall be digitally archived and retained for at least six (6) years. At six (6) years and no more than seven (7) years, e-mail messages shall be removed. Any e-mail that is required by law to be stored for legal reviews and/or audits will be retained for as long as the law requires.

Detail.

1. All date references are based on the date the e-mail was created.
2. The archiving server automatically archives all e-mail sent and received from our e-mail system.
3. All District e-mail are automatically copied to the e-mail archiving server for a period of six (6) years but not more than seven (7) years. This retention period exists regardless of whether the recipient or sender remains employed with the Freeman School District.
4. The School Board or the Superintendent may request an archive search for public records requests in the event of litigation or to meet Freedom of Information Act (FOIA) requests.
5. If any e-mail document retention requirement is longer than six (6) years, it is the responsibility of the sender/recipient to make a permanent copy of that document. A current document retention schedule can be found at <http://www.secstate.wa.gov/archives/RecordsRetentionSchedules.aspx>.

Electronic Records Retention Implementation.

1. To comply with the Federal Records Retention requirement, the archiving server has been configured to archive all district e-mail. The server was installed June, 2013. The beginning date for archiving was set to September 1, 2007.
2. Faculty and Staff will have access to their own archives by logging into their account on the e-mail archiving server. While archived e-mail items are accessible to the account holder by logging into the archive server, these items cannot be deleted or modified.

Declaration of Understanding

I, _____ have read, understand and agree to adhere to the Freeman School District's E-mail Archiving and Retention Policy.

Signature: _____ Date: _____

Effective January 1, 2010.)

WAC 434-662-150 E-mail management. E-mails created and received by any agency of the state of Washington in the transaction of public business are public records for the purposes of chapter [40.14](#) RCW and are subject to all of the laws and regulations governing the retention, disclosure, destruction and archiving of public records. The e-mails of all elected government officials and public employees are subject to the records retention periods and disposition promulgated by the records committees, and any and all e-mails with archival value must be retained. Agencies may be relieved of the obligation to permanently retain archival e-mail by transmitting e-mail and all associated metadata to the digital archives pursuant to a transmittal agreement as provided for in WAC [434-662-090](#). This section does not apply to state legislators or members of the state judiciary.