NORTH THURSTON PUBLIC SCHOOLS

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EXECUTIVE LIMITATIONS MONITORING REPORT

EL-1: GENERAL EXECUTIVE CONSTRAINT - PUBLIC ACCESS TO DISTRICT RECORDS POLICY

FROM: Troy Oliver, Superintendent
DATE: September 3, 2024

The Public Access to District Records Policy focuses on achieving the Board priorities in the district Ends Policies, as well as the North Thurston Public Schools Strategic Plan. Further, this policy ensures the district fully complies with the Public Records Act (RCW 42.56).

Accordingly, the Superintendent will not implement public records procedures which:

Policy Criterion 1: Are imprudent or unlawful.

Policy Criterion 4: Put the organization at unreasonable risk.

Superintendent/CEO Interpretation:
The Superintendent will ensure the organization has appropriate policies, procedures, supervision, practices, trainings, and internal controls implemented to avoid unlawful acts and unreasonable risk.

Superintendent/CEO Evidence Report:
NTPS Policy and procedure 4040 – Public Access to District Records, dictates that the Superintendent will develop procedures to retain and provide records to the public consistent with RCW 42.56.

The District has taken the following steps to meet this Executive Limitation:

- Adopted a software platform for managing records requests and ensuring timely response to requests in a manner aligned with public records laws and laws protecting confidentiality of certain types of information.
- Created and implemented case numbering systems to ensure effective organization and management of records requests.

- Adhered to all records retention schedules established by the Washington State Archives.
- Assigned and trained a public records officer who takes primary responsibility for tracking and fulfilling records requests, collaborating with departments to collect responsive records, and fulfilling requests in alignment with policy and law.
- Participated in regional training and collaboration opportunities to ensure we employ lawful, prudent, and effective practices regarding fulfillment of public record requests.
- Included a footer on outgoing District emails that includes the following statement:

  "NOTICE: This communication may contain privileged or other confidential information. If you have received it in error, please advise the sender by reply email and immediately delete the message and any attachments without copying or disclosing the contents. Thank you.

  Public records are available upon request under the Public Records Act, Chapter 42.56 RCW. Unless exempt from disclosure, email communication is a public record that may be disclosed to a third party under the Act."
- Ensured that electronic records platforms (email, surveillance video, electronic documents, and digital communications platforms used by staff) retain records in alignment with records retention laws.

Conclusion:
The evidence provided above demonstrates that we are in compliance with these criteria of the Public Access to District Records Executive Limitations Policy.