 <p>SEATTLE PUBLIC SCHOOLS</p>	<p>DISCLOSURE OF PUBLIC RECORDS PROCEDURE</p>	<p>E40.01 Revised Aug 1989 Page 1 of 1</p>
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BOARD ADOPTED PROCEDURE

Introduction

RCW 42.17.250 requires that governmental agencies publish procedures on disclosure of public records. This procedure is consistent with the RCW 42.17.250-340.

Identification

Definitions

1. Public Records – 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, photostating, photographing, and every other means of recording any form of communication or representation, including letters, words, pictures, sounds, or symbols, or combination thereof, and all papers, maps, magnetic or punched cards, discs, drums, and other documents. (RCW 42.17.010)
2. Records Custodian – A staff member who has been appointed by a principal, program manager, or other administrator as the person responsible for the maintenance and security of records.

Procedures


1. 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.
2. 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.




DISCLOSURE OF
PUBLIC RECORDS
PROCEDURE

E40.01
Revised
Aug 1989
Page 2 of 2

3. All indexes maintained for the District use, shall be made available for public inspection and copying.
4. 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.
5. Public records shall be available for inspection and copying during customary office hours of the District.
6. No fee shall be charged for the inspection of public records. Copying charges shall not exceed the amount necessary to reimburse the District for its actual costs incident to such copying (which may include staff time). Normal charges for copying shall be contained in a fee schedule maintained by SISO; 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 waiver.
7. Responses to requests for access to or reproduction of public records shall be made promptly. If such requests present the need for a decision from a school authority other than the records custodian, a decision shall be rendered within two (2) working days or within such time as is reasonable given the availability of personnel charged with passing on the request, the availability of the records in question, and/or the urgency of the need of the person requesting disclosure.
8. Exemptions
 - A. The following pertaining to public schools shall be exempt from public inspection and copying.
 - (1) Personal information in any files maintained for students.
 - (2) 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.
 - (3) Test questions, scoring keys, and other examination data used to administer an employment or academic examination.

 <p>SEATTLE PUBLIC SCHOOLS</p>	<p>DISCLOSURE OF PUBLIC RECORDS PROCEDURE</p>	<p>E40.01 Revised Aug 1989 Page 3 of 3</p>
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- (4) 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.
 - (5) 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.
 - (6) 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.
 - (7) 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 causes pending in the superior courts.
- 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, in consultation with the General Counsel, determines that there is reasonable cause.
9. Access to Records
 - A. Request is made to the office which has the responsibility for the information.

 <p>SEATTLE PUBLIC SCHOOLS</p>	<p>DISCLOSURE OF PUBLIC RECORDS PROCEDURE</p>	<p>E40.01 Revised Aug 1989 Page 4 of 4</p>
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- B. If doubt exists as to the propriety of sharing particular information, a responsible administrator in the office will make the decision.
- C. Questions on releasing information should be directed to the District's General Counsel.