

Superintendent Procedure 4040SP Public Access to District Records

Approved by: s/Larry Nyland Date: 11/2/17

Dr. Larry Nyland, Superintendent



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

I. Public Records Officer

The District is comprised of elementary, middle, high school, and alternative schools located throughout the City of Seattle. The central administrative office for the District is the John Stanford Center for Educational Excellence located at 2445 3rd Avenue South, Seattle, WA 98134.

Any person wishing to request access to any public record of the District, including a record maintained at any District school, or seeking assistance in making such a request, shall make a request through the District's Public Records Officer at the John Stanford Center for Educational Excellence. If a request is made to any other person, and the person making the request has actual knowledge of the District's policy requiring requests to be sent to the Public Records Officer, the District may assert that a proper request was not submitted. Any record request received by District staff other than the Public Records Officer should be immediately transmitted to the Public Records Officer. The address for the Public Records Officer is:

Public Records Officer
Seattle School District
MS 32-151, PO Box 34165
Seattle, WA 98124-1165
publicrecords@seattleschools.org

Contact information for the Public Records Officer is also available at the District's [website](#).

The Public Records Officer will oversee compliance with the District's policy and procedure on public records, but another staff person may process or locate the request.

II. Index of Certain Records

The District finds that maintaining an index is unduly burdensome and would interfere with District operations. The index requirement would unduly burden or interfere with District operations because the District has too many documents to index, too many school locations and departments, and too many new documents being created at all

schools and locations. Creating an index would significantly detract from the performance of essential educational job duties. The Seattle School Board previously opted out of creating a record index in October 1977 (Resolution 1977-25). Resolution 1977-25 is incorporated herein by reference.

III. Requests for Inspection and Copying

Upon request, the District shall make available to any person for inspection and copying any record or records not legally exempt.

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

- A. Name, address, and signature of the party requesting disclosure and the date of request; and
- B. Detailed specification of the records or types of records requested.

A request for a list of staff names/information must include a completed Declaration for Non-Commercial Use form, available on the Public Records website. A request for directory information under Family Education Rights and Privacy Act (FERPA), such as student names and addresses, must include a completed Directory Information Request form, also available on the Public Records website.

Requests for inspection and/or copying of records shall be made to the Public Records Officer at the District's central office. If a request is significant/broad, the District may make the records available on a partial or installment basis.

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 request for inspection and copying of District records shall be provided within five (5) business days. The District may respond by providing the requested record, denying the request, acknowledging receipt of the request and providing a reasonable estimate of the time the District requires to respond, or asking for clarification of the request and providing a reasonable estimate of the time the District requires to respond should the requestor not offer further clarification for their request. Any denial of a request shall contain an explanation of the statutory basis of the denial. If a record contains nondisclosable information, the District shall disclose the record with the nondisclosable portion deleted or redacted and provide a written explanation of the statutory basis for the deletion.

In the event that requested records contain information that may affect the rights of others and/or may be exempt from disclosure, the Public Records Officer may, prior to providing the records, give notice to such other people.

IV. Costs Associated with Public Records Requests

Under RCW 42.56.120, the District may impose a reasonable fee for providing copies of public records, which does not exceed the amount necessary to reimburse the District for its actual costs in providing public records. The District has determined that calculating the actual costs of providing public records would be unduly burdensome due to the varying types of documents requested, the number of documents maintained by the District, and the ever-changing nature of public records requests. Therefore, the District will default its costs to the fee schedules provided in RCW 42.56.120(2)(b).

The charges for production of records are as follows:

- In-person review of documents – no cost
- Photocopies of public records - \$0.15/page
- Electronic copies of records that exist in hard copy only - \$0.10/page
- Electronic documents - \$0.05 per every four electronic files or attachments uploaded to email, cloud-based data storage service, or other means of electronic delivery
- Transmission of public records in an electronic format - \$0.10 per 1 GB
- Postage and media – actual costs incurred by the District
- Customized services – actual costs, in addition to fees for copies specified above

Charges above may be combined to the extent that more than one type of charge applies to copies responsive to a particular request. The District may require a deposit not to exceed 10 percent of the estimated cost of providing copies of a request and may charge per installment.

The District may waive the fees associated with a records request where the District determines that the cost of processing payment is more burdensome than the costs associated with the request. All charges must be paid by money order, check, or cash prior to the District providing the requested records. The District may stop filling a request if an installment is not claimed.

The Public Records Officer shall have authority to impose reasonable conditions on the manner of inspection of records to minimize the risks of damage or disorganization of the records and to prevent excessive interference with other essential operations of the District.

V. Training of Public Records Officer

The District Public Records Officer must complete trainings regarding the Public Records Act (PRA) and 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 they maintain the public records officer designation. The training must be consistent with the Attorney General's model rules for compliance with the Public Records Act and may be completed remotely with technology including but not limited to internet-based training. Training must address particular issues related to the

retention, production, and disclosure of electronic documents, including updating and improving technology information services.

Approved: September 2011

Revised: November 2017; November 2014

Cross Reference: Policy Nos. 4040; 3231