

MEMORANDUM

To: School Board Directors, Executive Committee
From: Roxane O'Connor & Randall Enlow, Public Records Officers
Date: June 1, 2020
Re: Public Records Request Update

The School Board's Annual Reports document requires that an update on the Public Records Act be given to the Executive Committee. The purpose of this memorandum is to comply with that annual report requirement.

The Public Records Office continues to receive a steady volume of requests commensurate with last school year. When we presented our update last June, we had received 379 requests. We ended the 2018-2019 school year with 519 requests. As of June 1, 2020, the Public Records Office has received 377 records requests.

As with previous years, requests continue to vary in volume and complexity. This year, we have noted an increase in requests that require complex legal analysis. Together, human resources records and electronic communications records comprise about 44% of our total request volume. Many of these requests involve significant coordination and staff time, such as affording notice to affected employees or searching for text messages on personal devices.

In line with last year's metrics, we average about 42 incoming requests per month, or 1.9 requests per business day. We have provided a final response to new requests, or at least a first installment of records, within an average of 22 business days, as compared to our average of 30 business days in the 2018-19 school year. We are currently working on around 90 open requests, including 35 from previous school years.

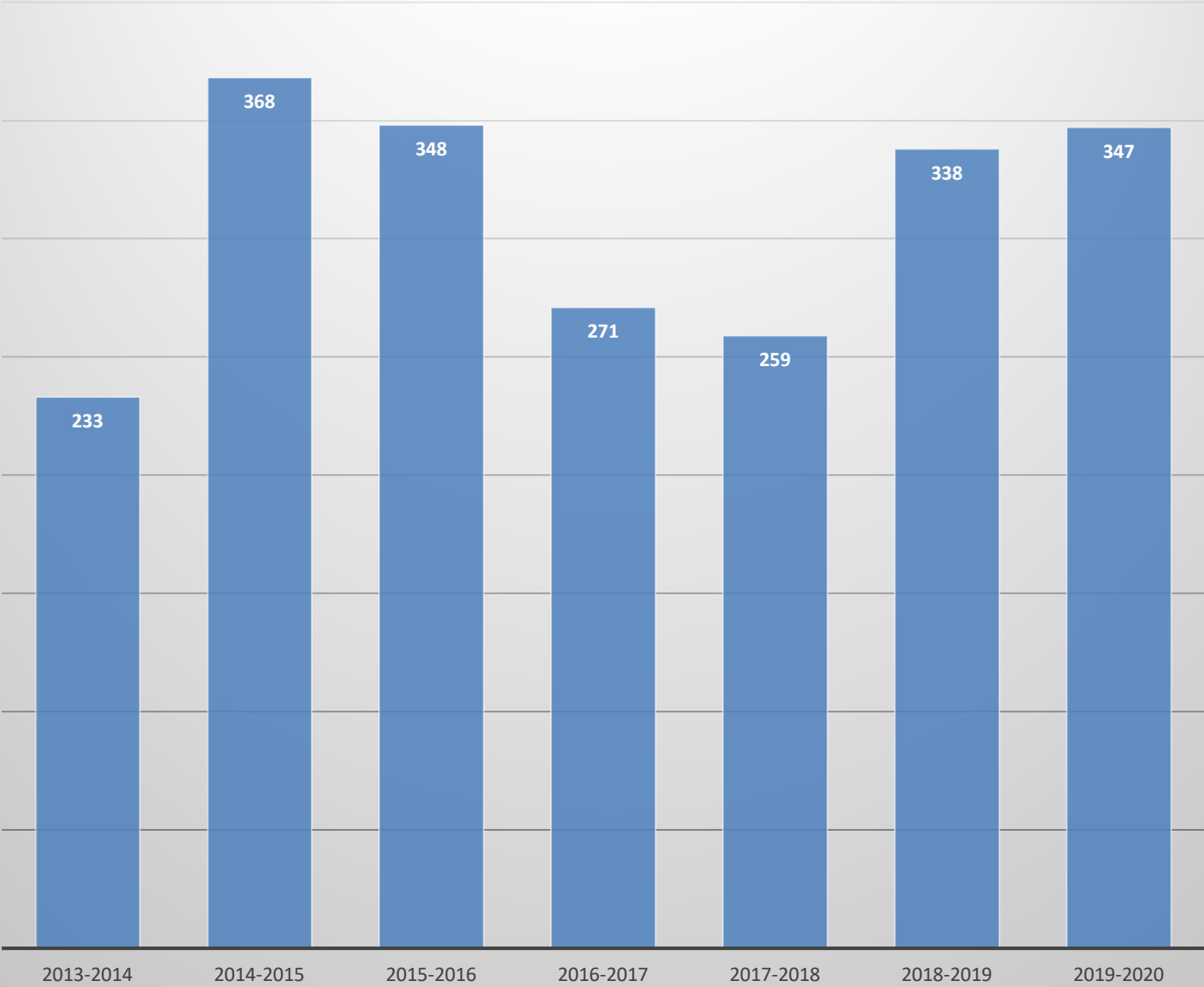
Together, SPS parents (22%) and other individuals (21%) constitute nearly half of this year's public records requestors. Organizations (23%), including school districts, unions, non-profits, and corporations, represent another most common requestor. While Media requests (19%) and Law Firm requests (13%) comprise relatively smaller categories, these typically involve compound requests for records in multiple locations which take several installments to fulfill. Military requests (2%) account for the least frequent requestor category.

Our office is staffed with one full-time Public Records Officer and one Public Records Officer who additionally serves as an Assistant Legal Counsel for the District. We have a 0.6 FTE Public Records Assistant who helps with copying, reviewing, and redacting records, among other miscellaneous support tasks.

To stay apprised of current laws, the Public Records Officers are members of the Washington Association of Public Records Officers (WAPRO) and attend twice-yearly trainings through this organization. Other trainings attended throughout the year include those offered by the Washington Secretary of State, Attorney General's Office, and Council of School Attorneys.

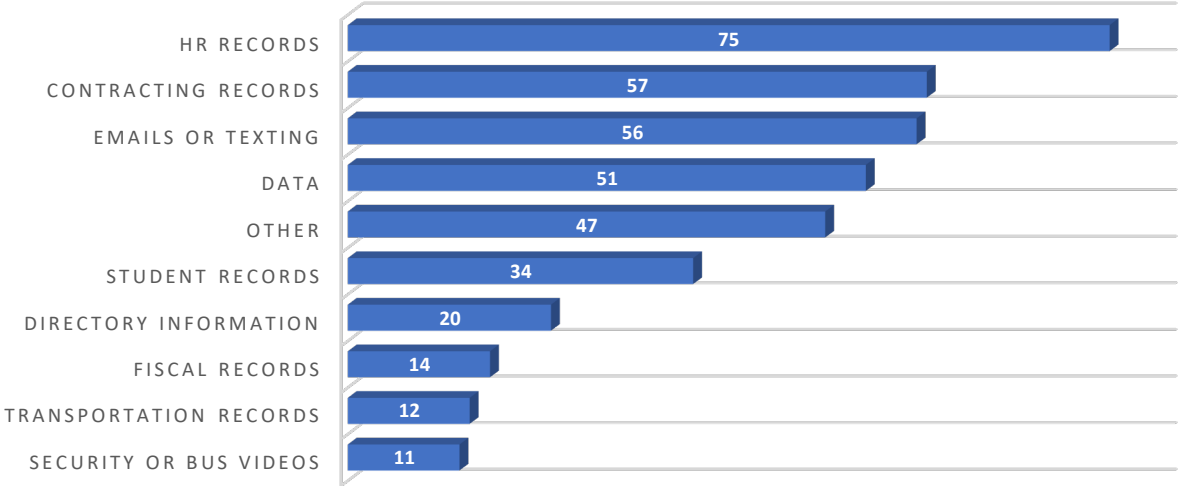
If you have further questions, please contact our Public Records Officers: Randall Enlow (252-0122), or Roxane O'Connor (252-0117).

Number of Requests Received by May 1

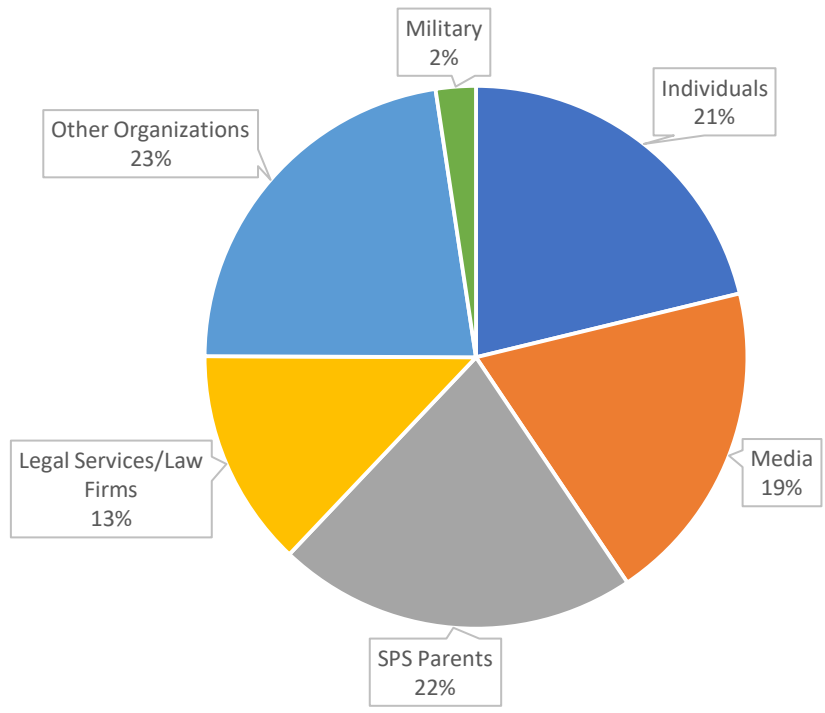


REQUESTS BY CATEGORY OF RECORDS

■ Number of Requests



Requestors by Type



■ Individuals ■ Media ■ SPS Parents ■ Legal Services/Law Firms ■ Other Organizations ■ Military