

## MEMORANDUM

To: School Board Directors, Executive Committee  
From: Joseph Helt, Public Records Officer  
Date: June 12, 2019  
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 rate of requests. When we presented our update last June, we had received 280 requests. We ended the 2017-2018 school year with 452 requests. However, 91 of those requests were for the District's salary schedules, which the Human Resources Department had temporarily taken offline. As of June 1, 2019, the Public Records Office has received 379 records requests. This year only 3 requests have been for the District's salary schedules.

We average about 42 incoming requests per month, or 1.9 requests per business day. We have provided a final response, or at least a first installment of records, to new requests within an average of 30 business days. Last year our average response was 52 business days. We are currently working on around 108 open requests, including 16 from previous school years. As with previous years, requests continue to be quite complex.

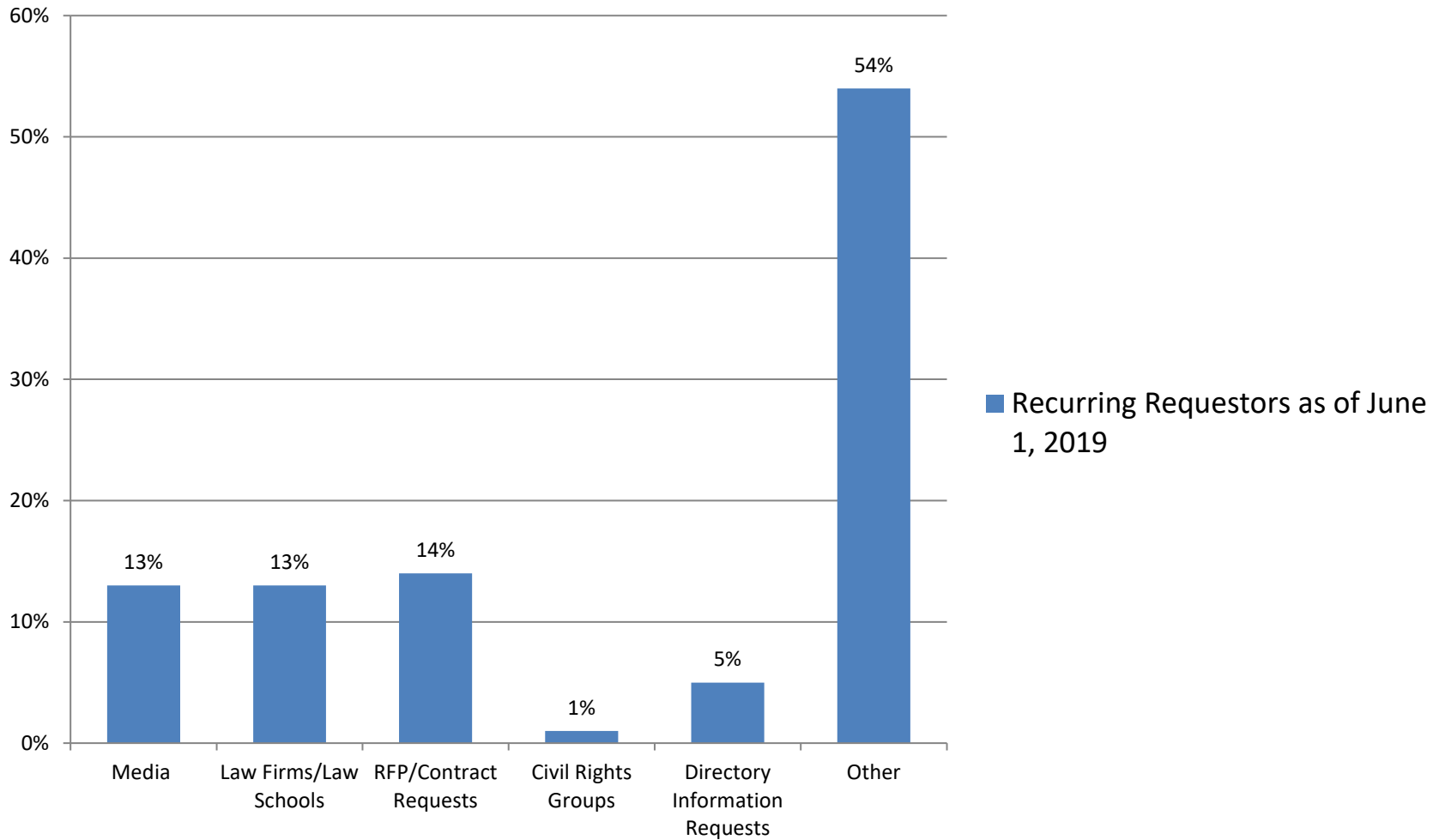
Media sources, including administrators of the "Save Seattle Schools Blog," account for 13% of requests received. Law firms and law schools account for 13% of requests received. Requests related to RFPs/RFQs and contracts account for 14% of requests received. Directory information requests, including those from the military, account for 5% of requests received. Requests from civil rights groups, including the NAACP, account for 1% of requests received.

The Public Records Officer position is a full-time job, currently staffed by two employees who manage additional legal support duties within the General Counsel's office. We have a 0.6FTE employee who helps with copying, reviewing records, and redacting exempt information.

To keep up with current law, 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: Joseph Helt (252-0122), or Roxane O'Connor (252-0117).

## Recurring Requestors as of June 1, 2019



# Number of Requests Received by May 1

