

Business and Finance

20420 68th Ave. W., Lynnwood, WA 98036
425-431-7000 Office 425-431-7006 Fax
www.edmonds.wednet.edu

Lydia Sellie, CPA
Executive Director

Serving the communities and students of Brier, Edmonds, Lynnwood, Mountlake Terrace, Woodway, and portions of Snohomish County

December 15, 2021

Dear "PRA AUDIT":







Thank you for your December 14, 2021 correspondence and the opportunity for us to respond to your questions about the records we provided on December 3, 2021 (Installment 1 to your records request). We copied your questions (below, in italics) and provided our response.

Item 1 (question re: missing file): *Please note, the file "Acme Research PRA 21 93 Responsive Record" is referenced in your letter however this file is missing from the 1st installment of records that were uploaded:*

https://www.documentcloud.org/documents/21154294-edmonds_school_district_pra_21_99_installment_1_12_03_2021?responsive=1&title=1

Response:

Thank you for bringing to our attention that the MS Excel Worksheet named "Acme Research PRA 21 93 Responsive Record" did not upload. We compared our list of files responsive to Installment 1 of your records request with a list of files that uploaded to <https://www.muckrock.com/respond/1189323/> and found that there were a total of six files that did not upload. We will upload the following files again and check to ensure that they properly uploaded:

-  Acme Research PRA 21 93 Responsive Record
-  Dodgen D 21 94 Responsive Records Bates 001 to 050
-  Dodgen D 21 94 Responsive Records Bates 051 to 100
-  Dodgen D 21 94 Responsive Records Bates 101 to 150
-  Dodgen D 21 94 Responsive Records Bates 151 to 213
-  DODGEN PRA 21 94 MP4 File on Bates No 190

Item 2 (question re: Google spreadsheet): *Also, please explain the file uploaded :*

"Weblink_to_Access_Electronic_Public_Records_Requests_from_Sep_2014_to_Nov_3_2021.docx"

"Please copy-and-paste the link below into your web browser to access public records requests received by the Edmonds School District from September 2014 to November 3, 2021 through its public portal for filing public records requests electronically. Other public records requests in the district's possession submitted from January 1, 2010 to August 2014, electronically or on paper, will be provided separately"

<https://docs.google.com/spreadsheets/d/1nY5sR7RA23MG5PToafCIBNF2wIdHx8YVO5hSaEwu9hc/edit?usp=sharing>

This link does not provide any access to records available for download other than the single spreadsheet file itself (attached).

Response: The link provides access to a Google spreadsheet that contains the list of public records requests received by the district through an electronic public records request form on its website (<https://www.edmonds.wednet.edu/cms/one.aspx?portalid=306754&pageid=37026241>). The Google spreadsheet is not intended to have records available for download. Records that were provided in response to the public records the district received will be provided to you separately.

No links are included to download copies of the documents themselves.

Response: The Google spreadsheet is not intended to have links to access or download records. Records that were provided in response to the public records the district received will be provided to you separately.

Please explain.

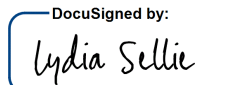
Response:

Our district uses an electronic public records request form, and make the forms available on our website (<https://www.edmonds.wednet.edu/cms/one.aspx?portalid=306754&pageid=37026241>). Public records requests that are submitted through this website are compiled in the Google spreadsheet we provided to you. The worksheets in that Google spreadsheet contain the following:

- The worksheet labeled “Form Responses 2” are public records request we received through the district website from September 2, 2021 to November 3, 2021.
- The worksheet labeled “2020 – 2021 Records” are public records request we received through the district website from August 3, 2020 to August 20, 2021.
- The worksheet labeled “Historical Data” is a log of public records request we received from September 22, 2014 to July 20, 2020. During this timeframe, we were using a different system from that described above.

Please let us know if we can be of further assistance.

Sincerely,

DocuSigned by:

Lydia Sellie, CPA
Executive Director, Business and Finance
Public Records Officer