

## Northshore School District

### ADMINISTRATIVE PROCEDURE

4120P

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#### COMMUNITY RELATIONS

##### Public Access to District Records

The following procedures shall be used to carry out the district's policy for inspection and/or copying of public records.

Public Records Officer. The Executive Director of Human Resources shall serve as the district's public records officer. The public records officer shall permit public access to, and copying of, its public records, which are not exempt from disclosure.

Request for Inspection and Copying. Access to non-exempt public records for inspection and/or copying will be provided to any person in accordance with law. To the extent possible, any person wishing to make a public records request should complete form 4120F (Request for Public Records). Written requests should be returned to the public records officer via fax (425) 408-7625, or mailed to Northshore School District, Human Resources, 3330 Monte Villa Parkway, Bothell, WA 98021. The public records officer can provide assistance, if needed, in making such a request.

Within five business days (excluding holidays) of receipt of a written request, the district will do one or more of the following: make the requested records available for inspection and/or copying, deny the request in accordance with law, acknowledge receipt of the request and provide a reasonable estimate of when the records will be available, or seek clarification from the requestor if the request is unclear. If clarification is sought and the requestor does not provide a clarification of the request within 30 days, the request shall be deemed abandoned and the request closed.

The public records officer shall provide the fullest assistance to members of the public making inquiries or requests related to district records. The public records officer shall locate and produce requested records which are not exempt from disclosure and which have been sufficiently identified in a request. The public records officer may provide such records in installments as part of a larger set of requested records if he/she determines that it would be practical to do so. The district is not obligated to create new records in order to respond to a public disclosure request.

Upon request, the district shall make copies of public records for a requester for a fee of 15 cents per page. There is no charge to inspect public records. Records shall be available for inspection and copying during the customary business hours of the district's central office. The public

records officer and the requestor shall make mutually agreeable arrangements for the times of inspection and copying.

When the requestor seeks copies of the public record, the public records officer shall notify the requestor of the projected cost and whether payment is required before the copies will be made. The public records officer shall have authority to impose reasonable conditions on the manner of inspection of records so as to minimize the risks of damage or disorganization of the records and to prevent excessive interference with other essential operations of the district. This may include having a district employee monitor the inspection of records by the requestor.

Records Exempt from Disclosure. The Public Records Act provides that a number of records and/or information be exempt from public disclosure. Exemptions include, but are not limited to:

- a. RCW 42.56.070(9) Lists of individuals for commercial purposes.
- b. RCW 42.56.210(1) Records or portions of records the disclosure of which would violate personal privacy or vital governmental interests.
- c. RCW 42.56.230(1) Personal information in any files maintained for students.
- d. RCW 42.56.230(2) Personal information in files maintained for district employees to the extent that disclosure would violate their right to privacy.
- e. RCW 42.56.250(1) Test questions, scoring keys, or other examination data used to administer employment or academic examination.
- f. RCW 42.56.250(3) The residential addresses, residential telephone numbers, personal wireless telephone numbers, personal electronic mail addresses, social security numbers, and emergency contact information of employees or volunteers held in personnel records, volunteer rosters, or are included in any mailing list.
- g. RCW 42.56.260 Real estate appraisals.
- h. RCW 42.56.280 Preliminary drafts, notes, recommendations, and intra-district memorandums, except when a specific record is publicly cited in connection with any district action.

In addition, documents and information are exempt from public disclosure if any other statute exempts or prohibits disclosure. The following statutes restrict the availability of some district records:

- a. RCW 5.60.060 Privileged communications
- b. RCW 5.60.070 Court-ordered mediation
- c. RCW 10.97.050 Conviction records and criminal history information
- d. RCW 26.44.010/.030 Reports of child abuse and neglect.
- e. RCW 42.23.070(4) Municipal officer disclosure of confidential information prohibited
- f. RCW 42.41.030/.045 Identity of local government whistleblower
- g. RCW 70.02 Medical records
- h. 20 U.S.C. §1232g Family Education Rights and Privacy Act (FERPA)

Where public records are withheld as exempt, in whole or in part, the public records officer shall briefly describe why each withheld record or redacted portion of the record is exempt from disclosure.

Employee Records. When the district receives a request for public records about an employee, the public records officer shall notify the employee of the specific request. The employee and appropriate collective bargaining unit representative shall be informed of the district's intended response to the request and given adequate time (five business days whenever possible) to review the records, request copies, and raise any lawful objection to the release of such records prior to public disclosure.

Electronic Records. Electronic records (including e-mail and web content) created and received by the district in the transaction of public business will be managed consistent with the laws governing public records.

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