

Northshore School District

BOARD POLICY

No. 4120

COMMUNITY RELATIONS

Public Access to District Records

Mindful of the right of individuals to privacy and of the desirability of efficient administration of the district, the district shall afford access to public records concerning the administration and operations of the district subject to the requirements and exemptions of the Public Records Act, the Family Educational Rights and Privacy Act of 1974 (Buckley Amendment), and local procedures (see 4120 P) developed by the superintendent/designee.

The superintendent shall appoint a public records officer with responsibility and authority for ensuring compliance with the provisions of federal and state law and this policy. The public records officer will authorize the inspection and copying of records only in accordance with the criteria established by law or outlined in district policy and procedures. If the public records officer denies, in whole or in part, any request for inspection or copying of public records, the district shall provide the requesting party with a written statement of the reason for the denial with reference to the specific statutory exemption. The public records officer will be trained regarding the provisions of the Public Records Act.

The superintendent/designee will establish procedures for public inspection and/or copying of non-exempt records in accordance with law.

Cross Reference:

WSSDA Policy 4040 – Public Access to District Records

Legal Reference:

Chapter 42.56 RCW Public Records Act

Adopted by the Board: October 26, 1992

Revised: 2/24/04; 1/26/10; 10/13/15