LWSD logo for letterhead_color.tifDr. Jon Holmen – Superintendent

L.E. Scarr Resource Center

16250 N.E. 74th Street

Redmond WA. 98073

Office: 425-936-1200 • Fax: 425-861-7765

April 28, 2022

Alicia Carlson

24222 Lockwood Rd.

Bothell, WA 98021

425 501 7258

[alicia.carlson@walsworth.com](mailto:alicia.carlson@walsworth.com)

Dear Alicia Carlson,

This letter confirms that the District has received your request on April 28, 2022. Pursuant to RCW 42.56.040(1)(c) et seq., I acknowledge your request. This letter serves as the response required by the Public Records Act, RCW 42.56.520. Please note that COVID-19 has resulted in District closures and employee work restrictions, which have affected public records response dates and response date estimates. See Governor Inslee’s March 24, 2020 Proclamation 20-28. The District continues to process requests with the fullest service possible under the present public health circumstances. You are requesting the following:

*I would like to request the last yearbook RFP documents submitted by Jostens, Herff Jones, and Balfour in a digital format.*

Please note, the District is currently experiencing an unusually high volume of extensive and complex public records requests and is processing requests in the order received and clarified. Given the unprecedented quantity of pending records requests, the District anticipates it will be able to complete this request within six months, with the estimated date of May 12, 2022 for first installment of records.

Under the Public Disclosure Act, districts may not charge for locating documents or for inspection. The district will assess a fee of .15 cents per page for any copying. The District will email files to you and does not anticipate a fee.

If you have any questions or concerns, please contact me at 425-936-1110 or via e-mail at [meffertz@lwsd.org](mailto:meffertz@lwsd.org).

Sincerely,



Mason Effertz

Records Manager

Lake Washington School District