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

November 18, 2020

Kristi Upton

Research Coordinator

**Acme Research**

(800) 810-3846

[kupton@acmeresearch.com](mailto:kupton@acmeresearch.com) | [schools@acmeresearch.com](mailto:schools@acmeresearch.com)

Dear Ms. Upton,

This letter confirms that the District has received your request on November 17, 2020. 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:

*Under the Washington Public Records Act, we formally request that your office provide us with public spending information, including both capital and operating expenditures, for payments made by or on behalf of the Lake Washington School District during fiscal year ending 2020. Specifically, for any payee, other than an employee or student, who was paid a cumulative total amount of $10,000 or more, we seek the payee name, address, and the cumulative total dollar amount paid to the subject payee over the relevant time period. The $10,000 threshold was established to minimize reporting for respondents. This is the same information that Jim Crouch was kind enough to provide to us via email for fiscal year 2019.   
 The information is to be used for research aimed at identifying patterns of spending by public entities. This information will not be used for commercial purposes in violation of the Washington Public Records Act. We are not asking for "lists of individuals" but rather payees/vendors. No part of the data will be used as a mailing list and your supplying the information cannot be construed as an endorsement of either your payees or our work.*

At this time, the District estimates that it will be able to produce these documents by December 18, 2020.

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