

# Emails - Records - Writing - Documents - Washington School Personnel Association and Office of Superintendent of Public Instruction 2016-2020

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Tracking #	20-053
Submitted	Jan. 31, 2020
Due	March 20, 2020
Est. Completion	June 30, 2020 <a href="#">Edit</a>

STATUS

[Edit](#)

Awaiting Response

PROJECTS

[Edit](#)

No projects.

TAGS

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[44 Communications](#) [22 Files](#) [3 Notes](#) [Sharing](#)

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**From: PRA Washington** 01/31/2020  
**Subject: Washington Public Records Act Request: Emails - Records - Writing - Documents - Washington School Pers...** [Email](#)

To Whom It May Concern:

Pursuant to the Washington Public Records Act, I hereby request the following records:

1. I request an electronic copy of all email communications between any employee of the Office of Superintendent of Public Instruction and any member of the Washington School Personnel Association for the years 2014-2020.
2. I request an electronic copy of all emails in the possession of the Office of Superintendent of Public Instruction to or from any user of the internet domain [WSPA.NET](http://WSPA.NET) for the years 2016-2020.
3. I request an electronic copy of all RECORDS and WRITING, documents, agreements, meetings, papers, scheduling, etc. referencing the Washington School Personnel Association for the years 2014-2020.

The Washington School Personnel Association is a Washington State Non profit corporation located at 6118 PARKSIDE DR, ANACORTES, WA, 98221.

The stated purpose of the Washington School Personnel Association is to promote professional growth in school personnel administration and effective human resources practices and procedures in public, private, and post-secondary education, utilize technology to advance the Association's purpose and goals, influence legislative action on WSPA-endorsed issues, advance WSPA as an influential association with other organizations, OSPI, legislators, and school personnel, develop and implement a sound short- and long-term fiscal plans that support the Association's goals.

RCW 42.56.010(4) Definition of "Writing"

(4) "Writing" means handwriting, typewriting, printing, photostating, photographing, and every other means of recording any form of communication or representation including, but not limited to, letters, words, pictures, sounds, or symbols, or combination thereof, and all papers, maps, magnetic or paper tapes, photographic films and prints, motion picture, film and video recordings, magnetic or punched cards, discs, drums, diskettes, sound recordings, and other documents including existing data compilations from which information may be obtained or translated.

<https://app.leg.wa.gov/rcw/default.aspx?cite=42.56.010>

The requested documents will be made available to the general public, and this request is not being made for commercial purposes.

In the event that there are fees, I would be grateful if you would inform me of the total charges in advance of fulfilling my request. I would prefer the request filled electronically, by e-mail attachment if available or CD-ROM if not.

Thank you in advance for your anticipated cooperation in this matter. I look forward to receiving your response to this request within 5 business days, as the statute requires.

Sincerely,

PRA Washington

**From: Muckrock Staff**

02/07/2020

**Subject: RE: Washington Public Records Act Request: Emails - Records - Writing - Documents - Washington School ...**

Email

To Whom It May Concern:

I wanted to follow up on the following Washington Public Records Act request, copied below, and originally submitted on Jan. 31, 2020. Please let me know when I can expect to receive a response.

Thanks for your help, and let me know if further clarification is needed.

**From: Office of Superintendent of Public Instruction**

02/07/2020

**Subject: RE: [External]RE: Washington Public Records Act Request: Emails - Records - Writing - Documents - Washi...**

Email

Pursuant to RCW 42.56.520 we will provide a response to your request by close of business today. For reference we are processing this under Public Records Request No. 20-053.

Thank you,

Lisa Brownell

Public Records Office

Forms and Records Analyst 2

Office of Superintendent of Public Instruction (OSPI)

P.O. Box 47200 | Olympia, WA 98504-7200

office: 360-725-6372 | fax: 360-753-4201

[OSPIPRR@k12.wa.us](mailto:OSPIPRR@k12.wa.us)<mailto:OSPIPRR@k12.wa.us>

[www.k12.wa.us](http://www.k12.wa.us/)<http://www.k12.wa.us/>

**From: Office of Superintendent of Public Instruction**

02/07/2020

**Subject: Public Records Request No. 20-053**

Email

Good Afternoon,

Thank you for contacting the Office of Superintendent of Public Instruction (OSPI). We received the request you submitted on January 31, 2020 and logged your request as Public Records Request No. 20-

053. You requested:

Pursuant to the Washington Public Records Act, I hereby request the following records:

1. I request an electronic copy of all email communications between any employee of the Office of Superintendent of Public Instruction and any member of the Washington School Personnel Association for the years 2014-2020.
2. I request an electronic copy of all emails in the possession of the Office of Superintendent of Public Instruction to or from any user of the internet domain [WSPA.NET](http://WSPA.NET) for the years 2016-2020.
3. I request an electronic copy of all RECORDS and WRITING, documents, agreements, meetings, papers, scheduling, etc. referencing the Washington School Personnel Association for the years 2014-2020.

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(4) "Writing" means handwriting, typewriting, printing, photostating, photographing, and every other means of recording any form of communication or representation including, but not limited to, letters, words, pictures, sounds, or symbols, or combination thereof, and all papers, maps, magnetic or paper tapes, photographic films and prints, motion picture, film and video recordings, magnetic or punched cards, discs, drums, diskettes, sound recordings, and other documents including existing data compilations from which information may be obtained or translated.

<https://app.leg.wa.gov/rcw/default.aspx?cite=42.56.010>

The requested documents will be made available to the general public, and this request is not being made for commercial purposes.

In the event that there are fees, I would be grateful if you would inform me of the total charges in advance of fulfilling my request. I would prefer the request filled electronically, by e-mail attachment if available or CD-ROM if not.

Thank you in advance for your anticipated cooperation in this matter. I look forward to receiving your response to this request within 5 business days, as the statute requires.

Attached to this email are all contract records responsive records OSPI located for your request. We found record of two previous contracts in our database (see below).

Contract

Contractor

Contract Amount

Description

Contract Manager

Contract Type

Start Date

End Date

(Original Contract)

Procurement Type

20060422

Washington School Personnel Association

\$4,995

Develop and conduct a series of workshops concerning employee induction and orientation.

Riggers

Personal Service

11/18/2005

6/30/2006

Sole Source

20090896

Washington School Personnel Association

\$1,200

Lashway

Personal Service

2/1/2009

Select

We also conducted an email pull using the following search terms: "[WSPA.net](https://www.wspa.net)" OR "Washington School Personnel Association" OR "WSPA". The initial results yielded over 17,000 emails. We can provide all responsive (and non-exempt) emails to our pull if requested, however it may take us several years to review, redact (when appropriate), and provide them. If you want to proceed with the email pull we conducted, we will conduct a data deduplication and let you know the cost associated with completing your request (for information on our fee schedule, please see our website under "Are there fees" here: <https://www.k12.wa.us/about-ospi/contact-us/ospi-public-records-request>). If there is a way you would like us to narrow or change our search, such as using specific search terms or parameters that you provide, we can reconduct the pull and let you know the preliminary results.

Please let us know how you would like to proceed with this request. If you have any questions, please feel free to contact us.

Pursuant to RCW 42.56.520, this email is the acknowledgement of receipt of your request within five business days. Please note, if we do not receive a response with how you would like to proceed within 10 business days, your request will be considered closed per WAC 392-105-070(8).

Whitney Englund  
Enterprise Records Specialist  
Legal Services Division  
Office of Superintendent of Public Instruction (OSPI)  
P.O. Box 47200 | 600 Washington St. SE  
Olympia, WA 98504-7200  
Office: 360-725-6372  
[www.k12.wa.us](http://www.k12.wa.us)<<http://www.k12.wa.us/>>

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WSPA Contract

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WSPA Contract.final

[View](#) [Embed](#) [Download](#)



WSPA Contract.rev

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From: PRA Washington

02/08/2020

Subject: RE: Washington Public Records Act Request: Emails - Records - Writing - Documents - Washington School ...

Email

Ms. Englund,

My request for email communications in items #1 and #2 were limited in scope to emails sent to and received from OSPI employees to any members of the Washington School Personnel Association or the email address @wspa.net for the years 2014-2020.

You state that a search for terms: "[WSPA.net](#)" OR "Washington School Personnel Association" OR "WSPA" initial results yielded over 17,000 emails.

Questions:

Did you mean 17,000 pages or 17,000 emails?  
How many of these 17,000 emails are duplicates?

How many of these 17,000 emails are not to or from OSPI employees or @wspa.net addresses but emails that contain the words Washington School Personnel Association?

Finally, is request #3 separate from the 17,000 emails you have mentioned?

Thank you.

**From: Office of Superintendent of Public Instruction**

02/10/2020

**Subject: RE: [External]RE: Washington Public Records Act Request: Emails - Records - Writing - Documents - Washi...**

Email

Good morning,

Thank you for your email! Here are our responses to your questions:

Did you mean 17,000 pages or 17,000 emails? 17,000 emails.

How many of these 17,000 emails are duplicates? We do not know how many are duplicates at this point. Due to the size of the response it would take our system several hours to pull, compare, and calculate this and we wanted to see about potential changes and provide you the “new” results before pulling them out of our system (as per #3 we would be providing anything with the search terms). We can provide you the exact number if needed to make the decision, please advise.

How many of these 17,000 emails are not to or from OSPI employees or @wspa.net addresses but emails that contain the words Washington School Personnel Association? In order to answer this question we would have to review every email.

Finally, is request #3 separate from the 17,000 emails you have mentioned? We do understand that the scope of #1 and #2 is limited, however as you’ve noted #3 includes any and all records referencing Washington School Personnel Association which would include any mention or any communications between OSPI employees and user of the domain [WSPA.net](http://www.wspa.net). Per what you requested under #3 any of the emails in the pull could be responsive to your request.

Please let us know if you have any other questions!

Whitney Englund

Enterprise Records Specialist

Legal Services Division

Office of Superintendent of Public Instruction (OSPI)

P.O. Box 47200 | 600 Washington St. SE

Olympia, WA 98504-7200

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[www.k12.wa.us](http://www.k12.wa.us)<<http://www.k12.wa.us/>>

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**From: PRA Washington**

02/10/2020

**Subject: RE: Washington Public Records Act Request #20-053**

Email

Ms. Englund,

Thank you for your message. I have a few questions:

1. In order to better make informed clarifications for my requests #1-3 can you expand in detail on what email systems, email software, archive software, and e-discovery software applications are in regular use at OSPI regarding public records requests such as this?

For instance, does OSPI regularly use Microsoft Exchange and Microsoft Outlook?

Does OSPI's "system" include the industry standard ability to search and sort email by Internet Message ID, conversation topic, subject, sender, receiver, body tag info, etc.?

2. I have reviewed the OSPI fee schedule associated with public records requests:

<https://www.k12.wa.us/about-ospi/contact-us/ospi-public-records-request>

A question regarding WAC 392-105-080 - Determination regarding exempt records.

Are you saying that OSPI personnel will have to manually read and review each and every responsive email produced to make exception determinations or does OSPI utilize industry standard email discovery redaction software?

If you can provide answers to what systems, software, and processes OSPI will be employing in processing my request I will be able to provide clarifications to my requests #1-3 and move forward with a request for a fee estimate.

Thank you.

**From: Office of Superintendent of Public Instruction**

02/11/2020

**Subject: RE: [External]RE: Washington Public Records Act Request #20-053**

Email

Good morning,

OSPI leverages Microsoft eDiscovery tools located in the O365 Security & Compliance admin center to run queries and download results in .PST format. We have the ability to run queries based on Message ID, conversation topic, subject, sender, receiver, body tag, etc. Once in this format we run Systools PST converter to unpack and deduplicate messages into .msg format for our Public Records Office to review and redact. All metadata is preserved.

OSPI personnel manually reads and reviews each and every email, including the attachments, to determine if it contains exempt information. As part of the review we will also apply redactions where

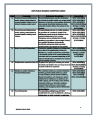


appropriate. I've attached our common exemption log for reference regarding the exemptions we typically use.

If you have any additional questions, please let us know.

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2020\_OSPI Public Records Exemptions Log

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**From:** PRA Washington

02/12/2020

**Subject:** RE: Washington Public Records Act Request #20-053

Email

Hello,

Thank you so much – I am very familiar with Microsoft eDiscovery tools – fantastic software.

I would like to clarify my request as follows:

Please provide the 17,000 responsive "WSPA.net" - "Washington School Personnel Association" - "WSPA" emails and attachments in REVERSE chronological order in Microsoft .pst format. That is newest records first 2020, 2019, 2018... and so on.

I understand this should be a fairly simple database export to a common data file format using Microsoft eDiscovery software.

I suspect there may be many duplicate files, however once produced in .pst format I can parse the data for duplicate records in short order.

If I understand your fee schedule it should be in the range of (17,000 emails / 4 \* \$0.05) or \$212.50 as well as \$0.10 per gigabyte for transmission of electronic records.

Please advise if a deposit is required and to whom and where I can send a check to cover any fees.

Thank you.

**From: Office of Superintendent of Public Instruction**

02/13/2020

**Subject: RE: [External]RE: Washington Public Records Act Request #20-053**

Email

Thank you again for your quick responses!

Per your email we will move forward reviewing and providing emails for your request. After deduplication the total number of emails is 16,957. Pursuant to RCW 42.56.120, and as you've noted, OSPI charges \$0.05 per every four electronic emails. The cost for OSPI to be provide the responsive emails for your request is \$211.96. We will send an invoice to you via email shortly which will outline who to send payment to.

In accordance with WAC 392-105-060(7) and WAC 392-105-070(3) & (5), once we receive payment, we anticipate we can make an installment available on or before March 23, 2020.

We have noted your request for the emails to be provided in reverse chronological order and will do our best to incorporate your preference into our review and production.

Please feel free to contact us with any questions.

Whitney Englund

Enterprise Records Specialist

Legal Services Division

Office of Superintendent of Public Instruction (OSPI)

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**From: Office of Superintendent of Public Instruction**

02/13/2020

**Subject: Public Records Request No. 20-053 - Invoice**

Email

Good Afternoon,

Attached, please find the invoice for the fees associated with your public records request. Please reference your public records request number 20-053 on the check.

You can mail the check to the following address:

Fiscal Services

Office of the Superintendent of Public Instruction

P.O. Box 47200

Olympia, WA 98504-7200

Pursuant to WAC 392-105-070(8)(d), if we do not receive payment within 30 days, request number 20-053 will be closed.

If you have any questions, please contact us.

Whitney Englund  
Enterprise Records Specialist  
Legal Services Division  
Office of Superintendent of Public Instruction (OSPI)  
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Invoice\_15912\_from\_Office\_of\_Superintendent\_of\_Public\_Instruction

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**From: PRA Washington**

02/14/2020

**Subject: RE: Washington Public Records Act Request #20-053**

[Email](#)

Thank you a check has been sent.

**From: Office of Superintendent of Public Instruction**

02/14/2020

**Subject: RE: [External]RE: Washington Public Records Act Request #20-053**

[Email](#)

Great! We will let you know when we receive it.

Whitney Englund  
Enterprise Records Specialist  
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**From: Office of Superintendent of Public Instruction**

02/20/2020

Good Morning,

We received your payment. Thank you for sending it!

We have responsive records ready for disclosure for your request under Public Records Request No. 20-053. Due to the size of the records, we will be sending you a separate email with a link to documents on "Box" (a cloud storage site) where you can view and download the records.

To access the records on the Box, once you receive the separate email, click the "View Folder" icon and follow the prompts to set up a login. Once logged in you should have direct access to the responsive records. You can download or save the records by following the prompts. Once opened, the link will be available for a year after today's date for you to view and/or download the file(s).

If you do not receive the link within a few minutes after receiving this email, please check your junk folders. If you have any issues or do not receive the link, please let us know.

Please note, in accordance with WAC 392-105-070(8)(e), if you do not open the link to inspect the installment within 10 business days, we will stop searching for the remaining responsive records and close your request.

We anticipate the next installment will be the week of April 6, 2020.

If you have any questions, please feel free to contact us.

Whitney Englund  
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**From:**

02/20/2020

**Subject:** ospiprr has invited you to collaborate on Box

Email

OSPIPRR has invited you to collaborate on a folder:

"I'd like to share my files with you on Box." – ospiprr

Installment 2 [ [https://k12wa.account.box.com/signup/collab/6dholx8uju?utm\\_source=trans&utm\\_medium=email&utm\\_campaign=collab%2Binvite%20new%20user](https://k12wa.account.box.com/signup/collab/6dholx8uju?utm_source=trans&utm_medium=email&utm_campaign=collab%2Binvite%20new%20user) ]

Collaborated Folder

Accept Invite [ [https://k12wa.account.box.com/signup/collab/6dholx8uju?utm\\_source=trans&utm\\_medium=email&utm\\_campaign=collab%2Binvite%20new%20user](https://k12wa.account.box.com/signup/collab/6dholx8uju?utm_source=trans&utm_medium=email&utm_campaign=collab%2Binvite%20new%20user) ]

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qTJ1hx\_7UdeTapQUGXUJEAdbeLZaDXMQ5qqMj2BWle9mAskTIVzNHt5mTriUnGefOHutP7oSLCreg3Q5GW2kg..&a=click&tt=PrivacyPolicy&ru=gleXlZv7uT70r8EdI2Gcj6P3mcA23oQ9Jabrt0qVpg\_APFaMXkDqTJsDpxIbAXPeOyjGgvlVrm-4SXuFDYnaKPafU-4If-G\_4ssxNvl1o61p0NnZgaxKKfPtZiN4xYZT5w0j2tPuu0fMZpWhHj5rYPxLfOU.] • Edit Notification Settings [https://app.box.com/link/?lp=uDmgd-B8EK2XKvpXbyqb74rpbU9Y0syljlfkRy445hj72KVkrUpnn0X70tlU-NtxeeOms5RfyjUA6BS3NpD1ZfWuGKqYhJDmH7oq72to5eqNaLgk07HlkBjXNLDcxviD-d9Mau4c1248ulBxMwJpCUPBe6BJr94\_CB6aSzzW\_KGWrv-HptRvzUQUOhzuzf2opwAFJwBt-TqG9h6aGxSYZKwa2fyX\_w-0CfjWBRcTWfof-AQS4hP5q4hLGSXLj4Rxj3Hi9J79bOsrAu\_LD9zgUpObJnDF\_9XDaCT-6mmZDui70naex9pxtUKAS0U8grUTJ2FK3U4MqTJ1hx\_7UdeTapQUGXUJEAdbeLZaDXMQ5qqMj2BWle9mAskTIVzNHt5mTriUnGefOHutP7oSLCreg3Q5GW2kg..&a=click&tt=EditNotificationSettings&ru=GztN6zHyt1qTmd-qmagfxjx3T7THxnEhwkzcACW6-m65n3Gg2nmo420TYQ5GVgDE-781ioqUydTWRfP56O4ijyPAvAP\_JzY4Pss4QoBzWmvvBhDtX31jq7nyv-zHRm1xrC\_jtM3HKHt\_DaVCQC7A..] • 900 Jefferson Avenue, Redwood City, CA 94063, USA

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From: PRA Washington

02/22/2020

Subject: RE: Washington Public Records Act Request #20-053

Email

Thank you.

A mirror archive of Installment 2 can be found at:

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**From: Office of Superintendent of Public Instruction**

03/16/2020

**Subject: Public Records Request No. 20-053 - Installment 3**

Email

Good Morning,

We have responsive records ready for disclosure for your request under Public Records Request No. 20-053. Due to the size of the records, we will be sending you a separate email with a link to documents on "Box" (a cloud storage site) where you can view and download the records.

To access the records on the Box, once you receive the separate email, click the "View Folder" icon and follow the prompts to set up a login. Once logged in you should have direct access to the responsive records. You can download or save the records by following the prompts. Once opened, the link will be available for a year after today's date for you to view and/or download the file(s).

If you do not receive the link within a few minutes after receiving this email, please check your junk folders. If you have any issues or do not receive the link, please let us know.

Please note, in accordance with WAC 392-105-070(8)(e), if you do not open the link to inspect the installment within 10 business days, we will stop searching for the remaining responsive records and close your request.

We anticipate the next installment will be the week of May 8, 2020.

If you have any questions, please feel free to contact us.

Whitney Englund  
Enterprise Records Specialist  
Legal Services Division  
Office of Superintendent of Public Instruction (OSPI)  
P.O. Box 47200 | 600 Washington St. SE  
Olympia, WA 98504-7200  
Office: 360-725-6372  
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Every student ready for career, college, and life

From: PRA Washington

03/17/2020

Subject: RE: Washington Public Records Act Request #20-053

Email

Hello,

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Thank you.



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From: PRA Washington

03/18/2020

Subject: RE: Washington Public Records Act Request #20-053

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From: Office of Superintendent of Public Instruction

03/19/2020

Subject: PublicRecordsRequest shared the folder "20-053-Muckrock" with you.

Email

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PublicRecordsRequest shared a folder with you

Here's the folder that PublicRecordsRequest shared with you.

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**From:**

03/19/2020

**Subject:** 87490831 is your Microsoft OneDrive verification code.

[Email](#)

Time of Access Time of Access v2

Hello,

For security purposes, you must enter the code below to verify your account to access 20-053-Muckrock. The code will only work for 15 minutes and if you request a new code, this code will stop working.

Account verification code:

87490831

Having problems with the code?

View the error and make sure that the email identifier is "0ZLY4GD". If it's not, look for an updated email

or try requesting a new code.

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**From: Office of Superintendent of Public Instruction**

03/20/2020

**Subject: 78871169 is your Microsoft OneDrive verification code.**

Email

Time of Access Time of Access v2

Hello,

For security purposes, you must enter the code below to verify your account to access 20-053-Muckrock. The code will only work for 15 minutes and if you request a new code, this code will stop working.

Account verification code:

78871169

Having problems with the code?

View the error and make sure that the email identifier is "ZWGL95B". If it's not, look for an updated email or try requesting a new code.

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**From: PRA Washington**

04/23/2020

**Subject: RE: Washington Public Records Act Request #20-053**

Email

Hello,

I appreciate your efforts, but the links for Installment 3 are still not working - all download is blocked by "SECURITY VERIFICATION CODES" etc. Please provide a link that does not require a subscription to a service, or email verification, security codes, etc.

A site that is free and offers such public file transfer with no subscription etc. is Gofile.io.

<https://gofile.io/>

Thank you.



2020-03-202010\_06\_45-Sharing20Link20Validation.png

From: PRA Washington

03/23/2020

Subject: RE: Washington Public Records Act Request #20-053

None

Hello,

I appreciate your efforts, but the links for Installment 3 are still not working - all download is blocked by "SECURITY VERIFICATION CODES" etc. Please provide a link that does not require a subscription to a service, or email verification, security codes, etc.

A site that is free and offers such public file transfer with no subscription etc. is Gofile.io.

<https://gofile.io/>

Thank you.

From: PRA Washington

03/26/2020

Subject: RE: Washington Public Records Act Request #20-053

None

Hello,

The links for Installment 3 are not working - can you provide a working link to the responsive documents for Installment 3 without requiring a 3rd party paid service? Thank you.

From: PRA Washington

04/01/2020

Subject: RE: Washington Public Records Act Request #20-053

None

Hello,

The links for Installment 3 are not working - can you provide a working link to the responsive documents for Installment 3 without requiring a 3rd party paid service?

We still have not received INSTALLMENT 3 which appear to have been available on 03-16-2020.

Thank you.

From: PRA Washington

05/06/2020

Subject: RE: Washington Public Records Act Request #20-053

Email

Dear Public Records Officer:

You have indicated that responsive records pursuant to my public records request are available electronically however you have not provided these records to the requester.

You have secured these responsive records in such a way as they cannot be accessed by the original requester. To access the records via the link(s) you have provided to the various installments require the requester to provide unknown passwords, unknown codes, sign in registrations, email address, telephone numbers, or a paid subscription.

The responsive records must be delivered unsecured or freely available to download.

Please see the following:

ELECTRONIC PRODUCTION OF RESPONSIVE RECORDS (Your action is required):

1. Produce the records electronically via direct email with no password protection enabled.

OR

2. Produce a link to a cloud-based storage location of the records for download without restrictions of any kind (passwords, codes, required registration, payment, etc.)

OR

3. Produce a link to the cloud-based storage location of the records INCLUDING ALL USERNAMES AND PASSWORDS OR CODES REQUIRED TO ACCESS THE RECORDS.

OR

4. Mail a CD-ROM with a complete copy of all records via the US MAIL.

Thank you.

**From: Office of Superintendent of Public Instruction**

05/07/2020

**Subject: Public Records Request No. 20-053**

Email

Good Afternoon,

We have responsive records ready for disclosure for your request under Public Records Request No. 20-053. Due to the size of the records, we will be sending you a separate email with a link to documents on "Box" (a cloud storage site) where you can view and download the records.

To access the records on the Box, once you receive the separate email, click the "View Folder" icon and follow the prompts to set up a login. Once logged in you should have direct access to the responsive records. You can download or save the records by following the prompts. Once opened, the link will be available for a year after today's date for you to view and/or download the file(s).

If you do not receive the link within a few minutes after receiving this email, please check your junk folders. If you have any issues or do not receive the link, please let us know.

Please note, in accordance with WAC 392-105-070(8)(e), if you do not open the link to inspect the installment within 10 business days, we will stop searching for the remaining responsive records and close your request.

We anticipate the next installment will be the week of June 30, 2020.

If you have any questions, please feel free to contact us.

Thank you,

Lisa

Lisa Brownell  
Public Records Office  
Forms and Records Analyst 2  
Office of Superintendent of Public Instruction (OSPI)  
P.O. Box 47200 | Olympia, WA 98504-7200  
office: 360-725-6372 | fax: 360-753-4201  
[OSPIPRR@k12.wa.us](mailto:OSPIPRR@k12.wa.us)<mailto:OSPIPRR@k12.wa.us>  
[www.k12.wa.us](http://www.k12.wa.us)<http://www.k12.wa.us/>

**From: Office of Superintendent of Public Instruction**

05/07/2020

**Subject: ospiprr has invited you to work together in "Installment 4" folder on Box**

Email

ospiprr wants to work with you on Installment 4

Installment 4 ([https://k12wa.box.com/folder/112210745214?utm\\_source=trans&utm\\_medium=email&utm\\_campaign=collab%2Bauto%20accept%20user](https://k12wa.box.com/folder/112210745214?utm_source=trans&utm_medium=email&utm_campaign=collab%2Bauto%20accept%20user))  
"Records requested from OSPI"

([https://k12wa.box.com/folder/112210745214?utm\\_source=trans&utm\\_medium=email&utm\\_campaign=collab%2Bauto%20accept%20user](https://k12wa.box.com/folder/112210745214?utm_source=trans&utm_medium=email&utm_campaign=collab%2Bauto%20accept%20user)) Go to Folder

Get our app to view this on mobile ([https://app.box.com/link/?lp=-VGahE3UP1SHSRltDSt5FSzNch3SsF-QpV5qKSPPtZs3U8wp9b78wSRlBHihZk7zbK1lXU51TM3x6uMaXMZQXGNWUdRSL0U0JVsaltEvYSYCRvOGeDHI7kL95pP3nZVkJajw5tkkdpYD1fdMFQ57MqyDhxyaKkIQB7aFsFsfBDSDR0Yd4pMyhyDAGqvBjzKyoW-6rDluqUL6oGmS3O2Mc7D8k3l2mA5odKwjSFg06yY8t3EUbn7QVOm4-xLQIUhrbEmfuXjusrVojHRAavrRhLj1\\_UizKgIIGdJiZBBAmqbhou5vSHYeYUogtcPEMZGb57jqV4SgznuSE8jDmMmKAD51ao6UiKnczM7ERdbdTb9zs1nLZfiZWCJllaFMiilQSCg42l\\_SBXLqDV5MmhZyQ-mmsH3eqwCHHUMS8eu2hiYf5w..&a=click&tt=GetMobileApp&ru=KclklhYK6UsNtH5uINdpCn2DTqCLB1K](https://app.box.com/link/?lp=-VGahE3UP1SHSRltDSt5FSzNch3SsF-QpV5qKSPPtZs3U8wp9b78wSRlBHihZk7zbK1lXU51TM3x6uMaXMZQXGNWUdRSL0U0JVsaltEvYSYCRvOGeDHI7kL95pP3nZVkJajw5tkkdpYD1fdMFQ57MqyDhxyaKkIQB7aFsFsfBDSDR0Yd4pMyhyDAGqvBjzKyoW-6rDluqUL6oGmS3O2Mc7D8k3l2mA5odKwjSFg06yY8t3EUbn7QVOm4-xLQIUhrbEmfuXjusrVojHRAavrRhLj1_UizKgIIGdJiZBBAmqbhou5vSHYeYUogtcPEMZGb57jqV4SgznuSE8jDmMmKAD51ao6UiKnczM7ERdbdTb9zs1nLZfiZWCJllaFMiilQSCg42l_SBXLqDV5MmhZyQ-mmsH3eqwCHHUMS8eu2hiYf5w..&a=click&tt=GetMobileApp&ru=KclklhYK6UsNtH5uINdpCn2DTqCLB1K))

dpU4ysmePbfBvdXCGIkpkXIQnY1xUWO-

SeovAXbX9l5VA6NErUZFewRqiARo07fs6JfSUK7bdi1nPPc2tEZ7dt\_4-pCAlflp7KkPBxb04ql-eJrDxlf\_z6sAcULUPY4yg86K26Jm0L0.)

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Notification Settings | ([https://app.box.com/link/?lp=-VGahE3UP1SHSRltDSt5FSzNch3SsF-QpV5qKSPPtZs3U8wp9b78wSRIBHihZk7zbK1lXU51TM3x6uMaXMZQXGNWUdRSL0U0JVsaltEvYSYCRvOGeDHI7kL95pP3nZvk\\_Kajw5tkkdpYD1fdMFQS7MqyDhxyaKkIQB7aFsFsfBDSDR0Yd4pMyhyDAgqvBjzKyoW-6rDluqUL6oGmS3O2Mc7D8k3l2mA5odKwjSfg06yY8t3EUbn7QVOm4-xLQIUhrbEmfuXjusnVojHRAavRhLj1\\_UizKglGdJiZBBAmqbhou5vSHYeYUogtcPEMZGb57jqV4SgznusE8jDmMmKAD51ao6UiKnczM7ERdbdTb9zs1nLZfiZWCJllaFMiilQSCg42l\\_SBXLqDV5MmhZyQ-mmsH3eqwCHHUMS8eu2hiYf5w..&a=click&tt=EditNotificationSettings&ru=0WnPXk5tBqZJ6DKf9mOtDMjdZHO8UgUiXdhkKz5MNragcc0TqQjn81Fzla6siiOChcbLLNmawwn8sHJahFBvPP6OzyVegIF2vefycUXxtAhSA0PHR2CBtFOJCAh2VeZtidJunzi8Rn20\\_7r6rQRh2Q..](https://app.box.com/link/?lp=-VGahE3UP1SHSRltDSt5FSzNch3SsF-QpV5qKSPPtZs3U8wp9b78wSRIBHihZk7zbK1lXU51TM3x6uMaXMZQXGNWUdRSL0U0JVsaltEvYSYCRvOGeDHI7kL95pP3nZvk_Kajw5tkkdpYD1fdMFQS7MqyDhxyaKkIQB7aFsFsfBDSDR0Yd4pMyhyDAgqvBjzKyoW-6rDluqUL6oGmS3O2Mc7D8k3l2mA5odKwjSfg06yY8t3EUbn7QVOm4-xLQIUhrbEmfuXjusnVojHRAavRhLj1_UizKglGdJiZBBAmqbhou5vSHYeYUogtcPEMZGb57jqV4SgznusE8jDmMmKAD51ao6UiKnczM7ERdbdTb9zs1nLZfiZWCJllaFMiilQSCg42l_SBXLqDV5MmhZyQ-mmsH3eqwCHHUMS8eu2hiYf5w..&a=click&tt=EditNotificationSettings&ru=0WnPXk5tBqZJ6DKf9mOtDMjdZHO8UgUiXdhkKz5MNragcc0TqQjn81Fzla6siiOChcbLLNmawwn8sHJahFBvPP6OzyVegIF2vefycUXxtAhSA0PHR2CBtFOJCAh2VeZtidJunzi8Rn20_7r6rQRh2Q..)) Privacy Policy ([https://app.box.com/link/?lp=-VGahE3UP1SHSRltDSt5FSzNch3SsF-QpV5qKSPPtZs3U8wp9b78wSRIBHihZk7zbK1lXU51TM3x6uMaXMZQXGNWUdRSL0U0JVsaltEvYSYCRvOGeDHI7kL95pP3nZvk\\_Kajw5tkkdpYD1fdMFQS7MqyDhxyaKkIQB7aFsFsfBDSDR0Yd4pMyhyDAgqvBjzKyoW-6rDluqUL6oGmS3O2Mc7D8k3l2mA5odKwjSfg06yY8t3EUbn7QVOm4-xLQIUhrbEmfuXjusnVojHRAavRhLj1\\_UizKglGdJiZBBAmqbhou5vSHYeYUogtcPEMZGb57jqV4SgznusE8jDmMmKAD51ao6UiKnczM7ERdbdTb9zs1nLZfiZWCJllaFMiilQSCg42l\\_SBXLqDV5MmhZyQ-mmsH3eqwCHHUMS8eu2hiYf5w..&a=click&tt=PrivacyPolicy&ru=q\\_47ftr11CuEfwCZE6Spnz9wrw7QlBv392T2l-prAOm3hAifmKpb12M8SMCuP1DOrUvWQ2jepLO6OKsryeNOjRKN-bsCluyLBSzZqWb0QqaXnxwTRczhT5zOmJWrEClQuZt4nblKCpRAm6Rrfp8Q-vEuSY.](https://app.box.com/link/?lp=-VGahE3UP1SHSRltDSt5FSzNch3SsF-QpV5qKSPPtZs3U8wp9b78wSRIBHihZk7zbK1lXU51TM3x6uMaXMZQXGNWUdRSL0U0JVsaltEvYSYCRvOGeDHI7kL95pP3nZvk_Kajw5tkkdpYD1fdMFQS7MqyDhxyaKkIQB7aFsFsfBDSDR0Yd4pMyhyDAgqvBjzKyoW-6rDluqUL6oGmS3O2Mc7D8k3l2mA5odKwjSfg06yY8t3EUbn7QVOm4-xLQIUhrbEmfuXjusnVojHRAavRhLj1_UizKglGdJiZBBAmqbhou5vSHYeYUogtcPEMZGb57jqV4SgznusE8jDmMmKAD51ao6UiKnczM7ERdbdTb9zs1nLZfiZWCJllaFMiilQSCg42l_SBXLqDV5MmhZyQ-mmsH3eqwCHHUMS8eu2hiYf5w..&a=click&tt=PrivacyPolicy&ru=q_47ftr11CuEfwCZE6Spnz9wrw7QlBv392T2l-prAOm3hAifmKpb12M8SMCuP1DOrUvWQ2jepLO6OKsryeNOjRKN-bsCluyLBSzZqWb0QqaXnxwTRczhT5zOmJWrEClQuZt4nblKCpRAm6Rrfp8Q-vEuSY.))

To access the shared content or add a discussion thread visit:

**From: Office of Superintendent of Public Instruction**

05/13/2020

**Subject: RE: [External]RE: Washington Public Records Act Request #20-053**

Email

Good Afternoon-

Thank you for contacting the Office of Superintendent of Public Instruction (OSPI). We received the request you submitted on 1/31/20 and logged your request as Public Records Request No. 20-053. You requested:

Pursuant to the Washington Public Records Act, I hereby request the following records:

1. I request an electronic copy of all email communications between any employee of the Office of Superintendent of Public Instruction and any member of the Washington School Personnel Association for the years 2014-2020.
2. I request an electronic copy of all emails in the possession of the Office of Superintendent of Public Instruction to or from any user of the internet domain [WSPA.NET](http://WSPA.NET) for the years 2016-2020.
3. I request an electronic copy of all RECORDS and WRITING, documents, agreements, meetings, papers, scheduling, etc. referencing the Washington School Personnel Association for the years 2014-2020.

The Washington School Personnel Association is a Washington State Non profit corporation located at 6118 PARKSIDE DR, ANACORTES, WA, 98221.

The stated purpose of the Washington School Personnel Association is to promote professional growth in school personnel administration and effective human resources practices and procedures in public, private, and post-secondary education, utilize technology to advance the Association's purpose and goals, influence legislative action on WSPA-endorsed issues, advance WSPA as an influential association with other organizations, OSPI, legislators, and school personnel, develop and implement a sound short- and long-term fiscal plans that support the Association's goals.

RCW 42.56.010(4) Definition of "Writing"

(4) "Writing" means handwriting, typewriting, printing, photostating, photographing, and every other means of recording any form of communication or representation including, but not limited to, letters, words, pictures, sounds, or symbols, or combination thereof, and all papers, maps, magnetic or paper tapes, photographic films and prints, motion picture, film and video recordings, magnetic or punched cards, discs, drums, diskettes, sound recordings, and other documents including existing data compilations from which information may be obtained or translated.

<https://app.leg.wa.gov/rcw/default.aspx?cite=42.56.010>

The requested documents will be made available to the general public, and this request is not being made for commercial purposes.

In the event that there are fees, I would be grateful if you would inform me of the total charges in advance of fulfilling my request. I would prefer the request filled electronically, by e-mail attachment if available or CD-ROM if not.

Thank you in advance for your anticipated cooperation in this matter. I look forward to receiving your response to this request within 5 business days, as the statute requires.

We have received your email and your next installment for this request is scheduled to be released on May 8, 2020. This installment will be sent in accordance with WAC 392-105-070(6)(a)(i), which provides



that the records will be sent in an electronic format that is used by the agency and is generally commercially available.

Evan Gaffey  
Director of Legal Services and Enterprise Risk Management  
Legal Affairs Division  
Office of Superintendent of Public Instruction (OSPI)  
P.O. Box 47200 | 600 Washington St. SE  
Olympia, WA 98504-7200  
Office: 360-725-6333 | Cell: 360-688-8335  
[evan.gaffey@k12.wa.us](mailto:evan.gaffey@k12.wa.us)<mailto:evan.gaffey@k12.wa.us>  
[www.k12.wa.us](http://www.k12.wa.us)<http://www.k12.wa.us/>

Every student ready for career, college, and life

**From: PRA Washington**

05/13/2020

**Subject: RE: Washington Public Records Act Request #20-053**

Email

Dear Public Records Officer:

You have indicated that responsive records pursuant to my public records request are available electronically however you have not provided these records to the requester.

You have secured these responsive records in such a way as they cannot be accessed by the original requester. To access the records via the link(s) you have provided to the various installments require the requester to provide unknown passwords, unknown codes, sign in registrations, email address, telephone numbers, or a paid subscription.

The responsive records must be delivered unsecured or freely available to download.  
Please see the following:

ELECTRONIC PRODUCTION OF RESPONSIVE RECORDS (Your action is required):

1. Produce the records electronically via direct email with no password protection enabled.

OR

2. Produce a link to a cloud-based storage location of the records for download without restrictions of any kind (passwords, codes, required registration, payment, etc.)

OR

3. Produce a link to the cloud-based storage location of the records INCLUDING ALL USERNAMES AND PASSWORDS OR CODES REQUIRED TO ACCESS THE RECORDS.

OR

4. Mail a CD-ROM with a complete copy of all records via the US MAIL.

Thank you.



Screenshot20BOX.com.png

[Download](#)

**From:** PRA Washington

05/20/2020

**Subject:** RE: Washington Public Records Act Request #20-053

Email

Hello,

No records have been received other than INSTALLMENTS #1 and #2. Can you please provide any and all responsive records after Installment #2? Thank you.

The responsive records must be delivered unsecured or freely available to download.

Please see the following:

ELECTRONIC PRODUCTION OF RESPONSIVE RECORDS (Your action is required):

1. Produce the records electronically via direct email with no password protection enabled.

OR

2. Produce a link to a cloud-based storage location of the records for download without restrictions of any kind (passwords, codes, required registration, payment, etc.)

OR

3. Produce a link to the cloud-based storage location of the records INCLUDING ALL USERNAMES AND PASSWORDS OR CODES REQUIRED TO ACCESS THE RECORDS.

OR

4. Mail a CD-ROM with a complete copy of all records via the US MAIL.

Thank you.

**From:** PRA Washington

05/22/2020

**Subject:** RE: Washington Public Records Act Request #20-053

Email

Hello,

No records have been received other than INSTALLMENTS #1 and #2.

Can you please provide any and all responsive records after Installment #2?

PAYMENT WAS MADE FOR THESE RECORDS.

Thank you.

The responsive records must be delivered unsecured or freely available to download.

Please see the following:

ELECTRONIC PRODUCTION OF RESPONSIVE RECORDS (Your action is required):

1. Produce the records electronically via direct email with no password protection enabled.

OR

2. Produce a link to a cloud-based storage location of the records for download without restrictions of any kind (passwords, codes, required registration, payment, etc.)

OR

3. Produce a link to the cloud-based storage location of the records INCLUDING ALL USERNAMES AND PASSWORDS OR CODES REQUIRED TO ACCESS THE RECORDS.

OR

4. Mail a CD-ROM with a complete copy of all records via the US MAIL.

Thank you.

**From: Office of Superintendent of Public Instruction**

05/27/2020

**Subject: RE: [External]RE: Washington Public Records Act Request #20-053**

Email

Good Morning-

The Public Records Office has been notified of your request. Installments 3&4 will be resent via Box. Please contact the Public Records Office<mailto:PublicRecordsRequest%20%3cOSPIPRR@k12.wa.us%3e> if you have any additional questions.

Evan Gaffey  
Director of Legal Services and Enterprise Risk Management  
Legal Affairs Division

Office of Superintendent of Public Instruction (OSPI)  
P.O. Box 47200 | 600 Washington St. SE  
Olympia, WA 98504-7200  
Office: 360-725-6333 | Cell: 360-688-8335  
[evan.gaffey@k12.wa.us](mailto:evan.gaffey@k12.wa.us)<mailto:evan.gaffey@k12.wa.us>  
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Every student ready for career, college, and life



~WRD000

 Download

**From:** PRA Washington

05/27/2020

**Subject:** RE: Washington Public Records Act Request #20-053

Email

Thank you.

**From:** Office of Superintendent of Public Instruction

05/28/2020

**Subject:** ospiprr has invited you to work together in "Installment 3" folder on Box

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[utm\\_source=trans&utm\\_medium=email&utm\\_campaign=collab%2Bauto%20accept%20user](https://k12wa.box.com/folder/107073479797?utm_source=trans&utm_medium=email&utm_campaign=collab%2Bauto%20accept%20user)) Go to Folder

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Notification Settings | (<https://app.box.com/link/?lp=YI1Q60PKBWZ3bsSXMkfBcO3T9ds7IU3fiV4jBU2BQChKnBqzsQ1fwLH4zCY3eONVgbukZjXCYJ09J4XdN8r50U1TeoxdEHHHDmcZYL82i2eUdrsqoF3m8SYobxJ9ZH8Mc91v4CaX4nzlh8QF95uU-LjVJgagkYAGu8tnMH0heJj0pB6MgmbtEViTGnCTu7Xi2JIBFixUeSoEzH893OQ4-C9H77w-qAFCHIL4LIN1N3PIXflDwE4vKZ->)

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05/29/2020

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06/01/2020

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2. Produce a link to a cloud-based storage location of the records for download without restrictions of any kind (passwords, codes, required registration, payment, etc.)

OR

3. Produce a link to the cloud-based storage location of the records INCLUDING ALL USERNAMES AND PASSWORDS OR CODES REQUIRED TO ACCESS THE RECORDS.

OR

4. Mail a CD-ROM with a complete copy of all records via the US MAIL.

Thank you.



2020-06-012010\_19\_51-Download20Box20Apps20on20All20Your20Devices20\_20Box\_lyPh2Ey.png

[Download](#)



2020-06-012010\_19\_22-Box20\_20Login\_uPrBemd.png

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**From: Office of Superintendent of Public Instruction**

06/04/2020

**Subject: RE: [External]RE: Washington Public Records Act Request #20-053**

[Email](#)

Good Morning-

Thank you for contacting the Office of Superintendent of Public Instruction (OSPI). We received the request you submitted on 1/31/20 and logged your request as Public Records Request No. 20-053. You requested:

Pursuant to the Washington Public Records Act, I hereby request the following records:

1. I request an electronic copy of all email communications between any employee of the Office of Superintendent of Public Instruction and any member of the Washington School Personnel Association for the years 2014-2020.
2. I request an electronic copy of all emails in the possession of the Office of Superintendent of Public Instruction to or from any user of the internet domain [WSPA.NET](#) for the years 2016-2020.
3. I request an electronic copy of all RECORDS and WRITING, documents, agreements, meetings, papers, scheduling, etc. referencing the Washington School Personnel Association for the years 2014-2020.

The Washington School Personnel Association is a Washington State Non profit corporation located at 6118 PARKSIDE DR, ANACORTES, WA, 98221.

The stated purpose of the Washington School Personnel Association is to promote professional growth in school personnel administration and effective human resources practices and procedures in public, private, and post-secondary education, utilize technology to advance the Association's purpose and goals, influence legislative action on WSPA-endorsed issues, advance WSPA as an influential association with other organizations, OSPI, legislators, and school personnel, develop and implement a sound short- and long-term fiscal plans that support the Association's goals.

RCW 42.56.010(4) Definition of "Writing"

(4) "Writing" means handwriting, typewriting, printing, photostating, photographing, and every other means of recording any form of communication or representation including, but not limited to, letters, words, pictures, sounds, or symbols, or combination thereof, and all papers, maps, magnetic or paper tapes, photographic films and prints, motion picture, film and video recordings, magnetic or punched cards, discs, drums, diskettes, sound recordings, and other documents including existing data compilations from which information may be obtained or translated.

<https://app.leg.wa.gov/rcw/default.aspx?cite=42.56.010>

The requested documents will be made available to the general public, and this request is not being made for commercial purposes.

In the event that there are fees, I would be grateful if you would inform me of the total charges in advance of fulfilling my request. I would prefer the request filled electronically, by e-mail attachment if available or CD-ROM if not.

Thank you in advance for your anticipated cooperation in this matter. I look forward to receiving your response to this request within 5 business days, as the statute requires.

We have successfully sent you Installments 1 & 2 via electronic transfer. Despite our consistent efforts to similarly send Installments 3 & 4, on 6/1/20 you identified an inability to utilize "Box" to receive those installments. For those and future installments, we will continue to send them via "Box" to memorialize their timely availability.

However, consistent with Proclamation 20-28 and RCW 42.56.520(1) and per your email on 6/1/20, within five business days of the OSPI non-essential staff resuming on-site operations, the Public Records Office will send you any unresolved installments via CD-ROM.

Evan Gaffey  
Director of Legal Services and Enterprise Risk Management  
Legal Affairs Division  
Office of Superintendent of Public Instruction (OSPI)  
P.O. Box 47200 | 600 Washington St. SE  
Olympia, WA 98504-7200  
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evan.gaffey@k12.wa.us<mailto:evan.gaffey@k12.wa.us>  
www.k12.wa.us<http://www.k12.wa.us/>

Every student ready for career, college, and life

**From: PRA Washington**

06/05/2020

**Subject: RE: Washington Public Records Act Request #20-053**

Email

Hello,

An example of a free cloud based service that will host responsive documents and provide a download link free of any password protection is: <https://gofile.io/welcome>

If you would rather send a CD-ROM to MUCKROCK NEWS with a complete copy of all records via the US MAIL, Muckrock News will then download the contents of the CD-ROM and post a link to the responsive records produced without password protections to the <https://www.muckrock.com/> website.

The result in either choice will be the same.

Please let me know if you have any questions, I look forward to receiving the responsive documents.

Thank you.

We'll automatically follow-up with the agency in 5 days, 6 hours.

Disable

Follow Up

Appeal

Get Help

Send a follow up to the Office of Superintendent of Public Instruction

This follow up communication will be submitted via email to OSPIPRR@k12.wa.us.

**Via**

Email



**Email**

OSPIPRR@k12.wa.us



Cancel

Hello,

Pursuant to WAC 44-14-04004 please provide an update on public records act request dated 01-31-2020. (Public Records Request No. 20-053)

As of today's date 06-24-2020 no valid link for installment 3 and 4 has been provided and no CD-ROM has been received.

What is the status of this PRA request?

#### Attachments

Upload a  
file

Drop files here

Send

Cancel

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