



Dr. Jon Holmen – Superintendent

L.E. Scarr Resource Center

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Redmond WA. 98073

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

November 11, 2021

MuckRock News
DEPT MR 120936
411A Highland Ave
Somerville, MA 02144-2516
120936-33197324@requests.muckrock.com

Dear MuckRock News,

This letter confirms that the District has received your request on November 5, 2021. 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 request a complete electronic copy of all Public Records Requests received by the Lake Washington School District and a complete electronic copy of the District's Responses to these Public Records Requests for the time period January 1, 2010 through November 4, 2021

Copies of Records

The District has determined that calculating the actual costs of providing records in response to requests would be unduly burdensome because it would deprive its students of essential educational resources which support the District's mission. The District, therefore, is using the statutory default fees for providing copies of records, which are as follows:

- 15 cents per paper page
- 10 cents a page scanned into electronic format
- 5 cents for 4 files or attachments and provided by electronic delivery
- 10 cents for a gigabyte of electronic records transmission
- The actual costs of storage media, container, envelop, postage, research and delivery charges can be combined if more than one type of charge applies

At this time, due to the amount of information in the request, the District estimates that it will be able to produce these documents by July 15, 2022.

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

Sincerely,

Mason Effertz
Records Manager
Lake Washington School District