OLYMPIC ESD 114 BOARD POLICY
RELEASE OF PUBLIC RECORDS

POLICY 4040

Definitions of terms used in this Board Policy and related Administrative Procedure:
“Public record” and/or “record” includes any writing containing information relating to the
conduct or performance of OESD and prepared, owned, used, or retained by OESD regardless
of physical form or characteristics.

A “writing” means any handwriting, typewriting, printing, photocopying, photographing, and
every other means of recording any form of communication or representation including, but
not limited to, letters, words, pictures, sounds, symbols, or combination thereof, and all
papers, maps, magnetic or paper tapes, photographic films and prints, motion picture, film
and video recordings, magnetic or punch cards, disc, drums, diskettes, sound recordings, and
other documents including existing data compilations from which information may be
obtained or translated. This also includes digital and electronic forms of communication,
including emails, texts or messages through any medium or application, pages, postings and
comments from any OESD-operated or OESD-sponsored website.

In compliance with Washington State law Chapter 42.56 RCW – Public Records Act, the
Olympic ESD 114 (OESD) Board of Directors (Board) authorizes its Superintendent and/or
designee to make available for public inspection and copying all identifiable public records,
or portions, concerning the administration and operations of OESD except those that are exempt
by law from public inspection. This policy is intended to facilitate access to records maintained
by OESD without compromising operational efficiency or privacy rights.

Due to the volume of records generated by OESD, the Board has declared by resolution that,
pursuant to RCW 42.56.070 (4)(a), maintaining a current index of all OESD’s records would
unduly burden and interfere with agency operations. Therefore, OESD shall not maintain
such an index.

The Superintendent or designee shall serve as public records officer with responsibility and
authority for ensuring compliance with the requirements of state law and this policy. The
public records officer or designee will serve as a point of contact for members of the public
who request the disclosure of public records.

OESD reserves the right to determine that a public record requested in accordance with this
policy is exempt from public disclosure under the provisions of this policy, related
administrative procedure and state law.

OESD may impose a reasonable charge for providing copies of public records. Charges cannot
exceed actual costs related to such copying.

The Superintendent shall develop administrative procedures to implement this policy consistent
with state law. OESD shall make this Board policy and related administrative procedure
available to the public.