

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.

LEGAL REFERENCE:

RCW Chapter 28A.605.030 RCW Student education records —
Parental review — Release of records — Procedure.

RCW 40.14 - Preservation and Destruction of Public
Records

RCW 42.56 - Public Records Act

RCW 42.56.120 Charges for Copying

45 CFR Part 160 – 164-Subpart E-Privacy of Individually
Identifiable Health Information

Chapter 44-14 WAC Public Records Act - Model Rules

20 U.S.C. 1232g Federal Education Rights Privacy Act
(FERPA)

Date Adopted: February 25, 1993

Revised: April 15, 2009

Renumbered March 2013 4090

Renumbered January 21, 2016, From 4400

Revised: May 16, 2019