

## PUBLIC ACCESS TO DISTRICT RECORDS

The district will afford full access to public records concerning the administration and operations of the District in accordance with the Public Records Act. The District will retain and make available public records in compliance with state law and regulations. Public access to district records shall be provided according to procedures adopted by the Superintendent.

Because of the tremendous volume and diversity of records continuously generated by a school district, the Board has declared by formal resolution that trying to maintain a current index of all of the District's records would be impracticable, unduly burdensome, and ultimately interfere with the operational work of the District. Additionally, the Board hereby finds that it would be unduly burdensome to calculate the costs of producing public records, given the multiple different electronic and manual devices used to produce public records, as well as the fluctuating costs of District supplies and labor.

The Superintendent will develop procedures consistent with state law to implement this policy. The Superintendent will also appoint a Public Records Officer who will serve as a point of contact for members of the public who request the disclosure of public records. The Public Records Officer will have responsibility for ensuring compliance with the provisions of state and federal law and this policy and will authorize the inspection and copying of records. The Public Records Officer will be trained in the laws and regulations governing the retention and disclosure of records, and shall oversee the District's compliance with this policy and state law.

Cross Reference:	Policy and Procedure 3231	Student Records
Legal Reference:	RCW 5.60.060 RCW 13.04.155 (3)  RCW 26.44.010 RCW 26.44.030 (9)  RCW 28A.605.030  RCW 28A.635.040 Chapter 40.14 RCW Chapter 42.56 RCW WAC 392-172A-05180-05245	Privileged communications Notification to school principal of conviction, adjudication, or diversion agreement – Provision of information to teachers and other personnel – Confidentiality. Declaration of purpose. Reports – Duty and authority to make – Duty of receiving agency – Duty to notify – Case planning and consultation – Penalty for unauthorized exchange of information – Filing dependency petitions – Investigations – Interviews of children – Records – Risk assessment process. Student education records – Parental review – Release of records – Procedure. Examination questions – Disclosing - Penalty. Preservation and destruction of public records. Public Records Act Rules for the provision of special education

Public Law 98-24, Section 527 of the Public Health Services Act, 42 USC 290dd-2  
20 U.S.C. 1232g Federal Education Rights Privacy Act (FERPA)  
34 CFR Part 99 Federal Education Rights Privacy Act (FERPA)  
20 U.S.C. 1400 § 617 Individuals with Disabilities Education Act (IDEA)  
42 U.S.C. 1758(b)(6) School Lunch Programs  
34 CFR § 300.610 and 34 CFR § 303.402 – ASSISTANCE TO STATES FOR THE EDUCATION OF CHILDREN WITH DISABILITIES  
45 CFR Part 164 – SECURITY AND PRIVACY

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**Stanwood-Camano School District**  
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