

## Important Public Records Reminders

- Any staff member can receive a public records request. Requests for public records should immediately be sent to [PublicRecords@everettsd.org](mailto:PublicRecords@everettsd.org).
- While written requests are preferred, you might also receive a public records request verbally in person, or on the phone. Verbal requests should immediately be memorialized in writing and submitted to the public records office right away.
- **Please pay special attention when you receive a request for student records**, as often, requests for emails or other public records are included in those requests.
- Requests that seek “any/all records” pertaining to a student, requests for emails or any other record not defined as a student record in [3600P](#), need to be immediately forwarded to the public records office.
- The district’s public records office must respond to a request for public records within five (5) business days of receiving a request. Failure to do so puts the district at significant risk of Public Records Act violations and substantial non-compliance penalties.

## What is a public record:

- Any writing containing information relating to the conduct of government or the performance of any governmental or proprietary function prepared, owned, used, or retained by any state or local agency regardless of physical form or characteristics.
- If it’s pertaining to school district business and it has been recorded in any way (written, typed, electronically recorded such as text, audio, video etc.) it is a public record.
- Technically, student education records are also public records, however, student records are exempt from public disclosure pursuant to FERPA without the express written consent of the parent/guardian or eligible/adult student.
- School staff may respond to parent requests for their own student’s education records without contacting the public records office, unless those requests are also seeking other public records such as emails, video, texts etc.

## Parent requests for emails or for records related to other students

- Any person requesting anything other than their own student’s education records described in policy and procedure 3600P, or requests from a parent requesting

records pertaining to a student who is not their child, need to be forwarded immediately to the public records office at [PublicRecords@everettsd.org](mailto:PublicRecords@everettsd.org).

- Requests for emails, texts, or video are public records requests.
- Requests for records pertaining to other students are public records requests (student statements, discipline records, investigation records, etc.).
- Requests for staff member credentials, personnel records, or staff emails are public records requests.
- Public records include any other record not defined as a student education record, or records not maintained in files for students such as text messages, emails, video, meeting notes, staff notes, phone messages, calendars, sign-in sheets/logs, personnel records/files, etc.
- When in doubt of any records request received, please contact the public records office for guidance.

### **Helpful Hints**

- Please respond immediately to all communications from the public records office.
- Remember that emails are public records, and the information you provide in an email is subject to public disclosure.
- When you have questions or comments regarding a confidential or sensitive matter, it is best to pick up the phone and talk directly with the person you wish to speak with.
- You can find more information on our public records processes by viewing our website at <https://www.everettsd.org/publicrecords> and by viewing district policy and procedure [4340/4340P](#).
- You can view the Public Records Act of Washington at [Chapter 42.56 RCW](#)