



**EDMONDS SCHOOL DISTRICT NO. 15**  
**Human Resources Division**

September 2007	<b>EMPLOYMENT RECORDS PUBLIC DISCLOSURE REQUESTS</b>	III-M
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1. RCW 42.17.250-348 is the statute which authorizes public disclosure requests of the records of a public entity such as the employment records of a school district. It was adopted in 1972 and essentially opens to public disclosure all employment records of a public entity except drafts and information that is of an intensely personal nature, such as the medical condition of a staff member. All other information, including some contents of employment files, must be open for public review upon request. Anyone can make a public records disclosure request, including employees of the district, and no reason needs to be given about why the request is being made. Board Policy 9100, Public Access to District Records, and Procedures 9100-R<sub>1</sub> provide specific information about which other District records can be exempt from public access.
2. If an oral request for employment records, including the contents of building files is received, please advise the requestor to **make the request in writing to the Executive Director for Business and Operations.**
3. A request for public disclosure of employment records is reviewed by the Executive Director for Business and Operations, and a determination is made about how the district will respond.
4. According to statute, the district has five days from receipt of the request to respond and has three response options:
  - A. Provide the requested materials within five days of receiving the request.
  - B. Respond within five days about when the requested materials will be provided.
  - C. Respond within five days that the requested materials will not be sent, explaining the reasons why not.
5. It is the district's practice to inform an employee when a public disclosure request has been made to obtain his/her employment records.
6. If you have any questions about public disclosure requests of employment records, please call the Executive Director for Business and Operations at (425) 431-7052.