

SKSD Response to CSSKS Request for Information

January 22, 2019

VIA EMAIL

Mr. Jim Johnson
South Kitsap Citizens for Quality Education
3377 Bethel Rd SE # 107, PMB 175
Port Orchard, WA 98366
skcfqe@gmail.com

Re: *Regarding Records Requests to the South Kitsap School District dated January 2, 2019.*

Dear Mr. Johnson:

This letter is to provide a response to your records request made pursuant to the Freedom of Information Act, 5 U.S.C. § 552, received by the South Kitsap School District (“the District”) on January 11, 2019. Our office attempted to contact you on January 17, and 18, 2019, by phone to request clarification of your request, and we have not received a response.

The Freedom of Information Act places disclosure obligations only on federal agencies, and thus, does not place any disclosure obligations on the District. Nevertheless, the District will respond to your request consistent with the requirements of the Washington State Public Records Act, Chapter 42.56 RCW. Under the Washington State Public Records Act, the District responds to only requests for identifiable records, not requests for information. The District will not respond to those portions of your request that ask for information, rather than for identifiable records. But to the extent your request asks for identifiable records, the District will work to retrieve and provide you with responsive records.

RCW 42.56.120 allows for you to come in and inspect the records and/or for the District to charge for copies at \$0.15 per page. It is standard practice to charge for copying of documents and we will contact you prior to the deadline with the total copying costs. The District will provide the information electronically at no cost, to the email address provided.

The District currently estimates that it will need until March 30, 2019 to complete its response to your request. However, the District will provide you records in installments as soon as they become available.

The District's estimate takes into account the need: (i) to locate and assemble responsive documents throughout the District; (ii) to review for and determine whether there are applicable exemptions to public disclosure; (iii) to notify affected third parties/agencies; and/or (iv) to determine whether a denial is warranted as to any part. If the District determines that it needs additional time to complete its response, an updated estimate will be provided.

The District will begin the process of gathering the records which may be responsive to your request. We will notify you as soon as these records become available. In the meantime, if you have any questions, please give me a call at (360) 874-7013 or send a reply email to fuchs@skschools.org

Thank you,

Landa Fuchs, Executive Assistant to:
Jennifer Farmer
Assistant Superintendent of Business and Operations