



September 29, 2023

**SENT ELECTRONICALLY**

MuckRock News  
DEPT MR 120924  
411A Highland Ave  
Somerville, MA 02144-2516  
Email: [137312-68633679@requests.muckrock.com](mailto:137312-68633679@requests.muckrock.com)

Re: *Public Records Request Received December 1, 2022 and December 2, 2022*

To Whom It May Concern:

The purpose of this letter is to acknowledge that the Federal Way Public Schools—Office of the Superintendent received your public records request.

You are requesting the following: “1. I request a complete electronic copy of all Public Records Requests received by your agency in the year 2021 and a complete electronic copy of your agency's Responses to each of these Public Records Requests for the year 2021”.

Pursuant to the Revised Code of Washington (RCW) 42.56.520, the District estimates that we will be able to provide you with an updated timeframe for responsive documents to be available, the initial response or denial of reason therefore by **November 3, 2023, if not sooner**. Pursuant to RCW 42.56.080, the District may make responsive records available as responsive records are assembled and made ready. Per the Public Records Act, the District is only required to provide responsive documents, we are not required to create documents.

If responsive documents are presently in an electronic format and able to be sent electronically, there will be no charge. If documents are required to be scanned to be sent electronically, there will be a charge of \$0.10 per page to scan for electronic transmission. If due to the volume of records and they are unable to be sent electronically or if the records are kept in a hardcopy format, the copy fee will be \$0.15 per page including shipping costs.

Pursuant to RCW 42.56.120(4) We will require a deposit in an amount not to exceed ten percent of the estimated cost of providing copies for a request, including a customized service charge. If the District makes a request available on a partial or installment basis, the District may charge for each part of the request as it is provided. If an installment of a records request is not claimed or reviewed, the agency is not obligated to fulfill the balance of the request.

Any communication regarding this request should be sent to [publicrecordsrequest@fwps.org](mailto:publicrecordsrequest@fwps.org).

Sincerely,

*Alex Sheridan*

Alex Sheridan  
General Counsel