



September 29, 2023

**SENT ELECTRONICALLY**

MuckRock News  
DEPT MR 137003  
263 Huntington Ave  
Boston, MA 02115  
Via email: [137003-21451191@requests.muckrock.com](mailto:137003-21451191@requests.muckrock.com)

Re: *Public Records Request Received November 16, 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: “I request the following identifiable public records to be produced in the following order of production, newest to oldest by year.

1. Provide a complete copy of your agency School Safety and Security Data collection report as submitted by your agency to the Office of the Superintendent of Public Instruction (OSPI) for the School Years 2022, 2021, 2020, and 2019 in that chronological order.
2. Provide complete copies of any and all contracts and/or agreements your agency has with any law enforcement organization or agency for the School Years 2022, 2021, 2020, and 2019 in that chronological order.
3. Provide complete contact information and email addresses for any and all Safety and security Staff, School Resource officers, Campus Security Officers, contract security personnel, and any other commissioned or noncommissioned employees or contractors whose primary job duty is to provide safety or security services for your agency for the School Years 2022, 2021, 2020, and 2019 in that chronological order.”

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.



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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