

May 19, 2016

Director of Human Resources  
Lake Washington Institute of Technology  
11605 132<sup>nd</sup> Avenue NE  
Kirkland, WA 98034

Re: Procedure for Public Information Requests under RCW 42.56 Pertaining to Lake Washington Federation of Teachers Bargaining Unit Information

I write to you today in order to fulfill my duties on behalf of the bargaining unit represented by Lake Washington Federation of Teachers. In order for us to properly represent our bargaining unit members, we need to clarify the procedure you will follow upon receipt of a Public Records Act ("PRA") request for information and documents relating to our bargaining unit members.

As you undoubtedly know, upon receipt of a request under the PRA, an agency has "the option of notifying persons named in the record or to whom a record specifically pertains, that release of a record has been requested." RCW 42.56.540. Pursuant to this language, we hereby formally request that you notify Lake Washington Federation of Teachers upon receipt of a request under the PRA that relates to the employees we represent. Such requests include, but are not limited to:

- Requests for personal identifying information about bargaining unit members, such as their names, dates of birth, and e-mail addresses;
- Requests for personal contact information of bargaining unit members;
- Requests for personal information maintained in bargaining unit members' employee files (such as personnel files);
- Requests concerning employment application materials submitted by bargaining unit members (such as resumes or applications); and
- Requests for all e-mails and documents relating to bargaining unit members, such as investigations concerning disciplinary actions or collective bargaining negotiations.

In order to fulfill our obligations to our bargaining unit, we must be able to advise our members of the potential implications of disclosure of such information. Additionally, if you plan to disclose documents pursuant to such a request, there may be objections to be made by Lake Washington Federation of Teachers concerning the disclosure, and therefore we obviously must be able to do so in a timely manner.

We look forward to your cooperation in this regard. If you have any questions, or require any additional information, please do not hesitate to contact me. I look forward to your response confirming your acceptance of our request.

Sincerely,



Jim Howe

*President, Lake Washington Federation of Teachers*

Cc: Dr. Amy Morrison Goings, President (*via email*)  
Mr. Bill Thomas, Public Records Officer (*via email*)