

# **RESOLUTION 1889**

## **A RESOLUTION OF THE CITY OF NORTH BEND, WASHINGTON, ADOPTING A PUBLIC RECORDS REQUEST POLICY**

**WHEREAS**, the Washington State Public Records Act – Chapter 42.56 RCW (the “PRA”) requires that the City prominently display and make available for inspection and copying at City Hall certain information, exemptions, and policies governing disclosure of public records; and

**WHEREAS**, the City has formulated a Public Records Request Policy which shall further the mandates addressed in the PRA and ensure effective administration of City functions; and

**WHEREAS**, in recent years the City has experienced an increase in the volume of public records requests (“PRR”), particularly in the number of large and/or complex PRRs which require significant staff time, research, review, clarification with requestors, notification to third parties, and which otherwise consume a significant amount of City time and resources often interfering with essential functions of the City; and

**WHEREAS**, City staff spent 255 hours and 25 minutes processing PRRs received during the 2018; and

**WHEREAS**, the PRR Policy includes a section which shall limit the amount of time that the City allocates to processing and responding to PRRs in order to ensure that excessive interference with other essential functions of the City does not occur; and

**WHEREAS**, the City desires to ensure that all citizens have equal access to records and that those requestors with single or simple requests receive prompt responses to their requests; and

**WHEREAS**, whereas RCW 42.56.070(3) requires an agency to maintain an index of records therein described unless the local agency determines that it would be unduly burdensome to do so and in that event it must issue and publish a formal order specifying why it would be unduly burdensome; and

**WHEREAS**, the City Council elects not to maintain a city public records index due to the undue burden such an index would create;

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF NORTH BEND,  
WASHINGTON, DOES HEREBY RESOLVE AS FOLLOWS:**

**Section 1. Public Records Request Policy Adopted.** The North Bend City Council hereby adopts the Public Records Request Policy attached hereto as Exhibit A. The City Administrator is authorized to administratively adopt minor changes to the Public Records Request Policy to better implement the policy based on circumstances or situations occurring after the effective date of the resolution adopting the Public Records Request Policy.

**PASSED BY THE CITY COUNCIL OF THE CITY OF NORTH BEND, WASHINGTON, AT A REGULAR MEETING THEREOF, THIS 4<sup>TH</sup> DAY OF JUNE, 2019.**

**CITY OF NORTH BEND:**

**APPROVED AS TO FORM:**

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**Kenneth G. Hearing, Mayor**

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**Eileen M. Keiffer, City Attorney**

**ATTEST/AUTHENTICATED:**

Effective: June 4, 2019  
Posted: June 5, 2019

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**Susie Oppedal, City Clerk**