

RESOLUTION No. _____

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE FORT WORDEN PUBLIC DEVELOPMENT AUTHORITY DESIGNATING A PUBLIC RECORDS OFFICER AND DECLARING THE AGENCY IS NOT REQUIRED TO MAINTAIN AN ALL-INCLUSIVE INDEX OF PUBLIC RECORDS

RECITAL:

- A. RCW 42.56.580 provides among other things that each local agency shall appoint and publicly identify a public records officer whose responsibility is to serve as the point to contact for members of the public in requesting disclosure of public records and to oversee the agency's compliance with public records disclosure requirements under the Public Records Act, and further, to take steps reasonably calculated to provide noticed to the public of the name and contact information of the public records officer.

- B. The Public Records Act requires all cities and public agencies to maintain and make available a current index of all public records. RCW 42.56.070(4) provides that an agency need not maintain such an index if to do so would be unduly burdensome, but it must issue and publish a formal order specifying the reasons why and the extent to which compliance would be unduly burdensome or would interfere with agency operations. Because the FWPDA is comprised of a number of departments and is engaged in various operations, which departments and operations maintain separate databases and/or systems for the indexing of records and information, and because the FWPDA is in its early stages of operation, it is unduly burdensome to maintain a current index of all records.

NOW THEREFORE, THE BOARD OF DIRECTORS OF THE FORT WORDEN PUBLIC DEVELOPMENT AUTHORITY OF PORT TOWNSEND, WASHINGTON, RESOLVES AS FOLLOWS:

- 1. The person holding the position of Human Resources Manager for the Fort Worden Public Development Authority (FWPDA) shall serve as the FWPDA's public records officer, whose responsibility is to serve as a point of contact for members of the public in requesting disclosure of public records and to oversee compliance with the FWPDA's compliance with the public records disclosure requirements in Chapter 42.17 RCW (Public Records Act).

- 2. The Human Resources Manager shall take steps reasonably calculated to provide notice to the public of the name and contact information of the FWPDA's public records officer, including, posting notice at the administrative offices of the FWPDA, posting notice on the FWPDA's website, and including information as appropriate on other FWPDA publications.

3. Based on the findings set forth in this Resolution, the Board orders that the FWPDA is not required to maintain an all-inclusive index of public records due to the undue burden of maintaining such an index. The FWPDA will make available for inspection and/or copying all public records, including any indexes that are maintained by the FWPDA except to the extent that such records are exempt from public disclosure.

PASSED this ___ day of _____, 2015, and signed in authentication of its passage this ___ day of _____ 2015

Cindy Finnie, Chairperson

ATTEST:

Gee Heckscher, Secretary

Approved as to Form

Fort Worden PDA Attorney