

RESOLUTION 204

A Resolution relating to the compliance with the Public Records Act, specifically, adopting Public Records Act rules, issuing a formal order that maintains an index would be unduly burdensome.

WHEREAS, RCW Sections 42.56.40, 42.56.070 and 42.56.100 of the Public Records Act (“the Act” collectively require that state and local agencies provide, publish and prominently display certain information, exemptions and rules governing disclosure of public records; and

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, NORCOM is a local agency as defined in the Act and must therefore comply with its provisions; and

WHEREAS, the attached Public Records Act policy (“the Policy”) fulfill one of these requirements; and

NOW, THEREFORE, BE IT RESOLVED by the Governing Board of NORCOM as follows:

Section 1. The attached Policy is adopted as the policy NORCOM will follow in handling public records requests and the Executive Director is hereby authorized to amend the Policy as necessary to remain in compliance with evolving law governing the handling of public records requests and to update the Policy as facts may require. All amendments to the Policy shall be reported to the Governing board.

Section 2. NORCOM is comprised of four departments, with subdivisions serving over 600,000 community members and 20 public safety agencies. The different departments maintain separate databases and/or record keeping systems for the indexing of records and information. Because these records are diverse, complex and stored in multiple locations and in multiple computer systems and databases, it is unduly burdensome to maintain a central index of these records. Therefore, the Governing Board finds that maintaining the index required by RCW 42.56.070(3) would be unduly burdensome and formally orders that such an index does not have to be maintained as allowed under RCW 42.56.070(4) so long as all other agency indexes are available for public inspection and copying in conformity with applicable law.

Section 3. Effective Date. This resolution shall take effect immediately upon its passage and adoption.

Passed by a majority vote of the Governing Board in an open public meeting on this 13th day of January 2023.

Signed in authentication thereof on this 13th day of January 2023.


Chair


Attest