

## **RESOLUTION NO. 560**

### **A RESOLUTION OF THE CITY OF GIG HARBOR, WASHINGTON, ADOPTING A FORMAL POLICY ON THE THE MAINTAINENCE OF AN ALL-INCLUSIVE INDEX OF THE CITY'S PUBLIC RECORDS, DECLARING THAT SUCH INDEX TO BE UNDULY BURDENSONE, AS ALLOWED BY RCW 42.17.**

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**WHEREAS**, Chapter 42.17 RCW, the “Public Disclosure Act” (“PDA”), requires all cities and public agencies maintain and make available a current index of public records; and

**WHEREAS**, RCW 42.17.260(4) also provides that if maintaining such an index would be unduly burdensome or interfere with agency operation, a city must issue and publish a formal order specifying the reasons why and the extent to which compliance would be unduly burdensome; and

**WHEREAS**, the law further provides that even if the City adopts such an order, all indexes maintained by the City of public records must be made available to the public, to provide identifying information on those records which are available for public inspection; and

**WHEREAS**, the City of Gig Harbor is a municipal corporation of the State of Washington which provides general municipal and utility services to its residents and others; and

**WHEREAS**, the magnitude and diversity of six City departments with an even greater number of divisions/subdivisions, has resulted in the creation and use of as many different computer systems; programs and information retaining systems which would be extremely difficult, if not physically impossible, to compile into a single index; and

**WHEREAS**, the performance of the City’s overall mission does not allow for the addition to, or the revision or reassignment of duties for existing personnel so that a current index may be developed and maintained without additionally-required staff; and

**WHEREAS**, anticipated City revenue do not allow for additional staff members for the sole purpose of creating and maintaining such an all-inclusive index; and

**WHEREAS**, the City has a longstanding and recognized policy of assisting people who request public information and of providing public records upon request; and does not plan to deviate from that policy or the PDA;

**THE CITY COUNCIL OF THE CITY OF GIG HARBOR, WASHINGTON,  
HEREBY RESOLVES AS FOLLOWS:**

**Section 1.      Public Records Indexes and Records Requests Under the Public Disclosure Act.**

- A. The PDA requires all cities and public agencies to maintain and make available a current index of all public records.

B. The PDA also provides that if maintaining such an index would be unduly burdensome, or interfere with agency operation, a city must issue and publish a formal order specifying the reasons why and the extent to which compliance would be unduly burdensome.

C. When such an order is made, all indexes maintained by that city must be made available to the public, to provide identifying information on those records which are available for inspection and/or copying.

D. The City of Gig Harbor is comprised of six departments, their divisions and subdivisions, which maintain separate databases and/or record-keeping systems for the indexing of records and information.

E. Because the City has records which are diverse, complex and stored in multiple locations and in multiple computer systems and databases, it is unduly burdensome, if not physically impossible, to maintain a central index of records.

F. The City will fully comply with the provisions of the PDA.

**Section 2. Order regarding Public Records Index.**

The City Council orders the following:

1. The City of Gig Harbor is not required to maintain an all-inclusive index of public records, due to the fact that the requirement is unduly burdensome and such a list is nearly impossible to create and/or maintain.

2. The City of Gig Harbor shall make available all public records and any indexes created for internal use upon request by any citizen.

RESOLVED BY THE CITY COUNCIL OF THE CITY OF GIG HARBOR, WASHINGTON, at a Regular Meeting thereof this 11<sup>th</sup> day of September, 2000.

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Gretchen A. Wilbert, Mayor

ATTEST/AUTHENTICATED:

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Molly M. Towslee, City Clerk

FILED WITH THE CITY CLERK: 9/6/00  
PASSED BY THE CITY COUNCIL: 9/11/00