

**RESOLUTION NO. 1675**

**A RESOLUTION OF THE CITY OF SNOQUALMIE, WASHINGTON REGARDING RCW 42.56, THE PUBLIC RECORDS ACT, INCORPORATING AN UPDATED PUBLIC RECORDS ACT POLICY, A RECORDS MANAGEMENT POLICY, ADOPTING AN UPDATED FEE SCHEDULE, AND REPEALING RESOLUTION 1501.**

**WHEREAS**, RCW 42.56 is known as the “Public Records Act,” or “PRA”; and

**WHEREAS**, the PRA requires the City to make nonexempt public records available for inspection and copying, and to establish and publish rules to facilitate disclosure of public records; and

**WHEREAS**, the City last updated its rules in 2019 through Resolution 1501; and

**WHEREAS**, the PRA requires all cities and public agencies to maintain and make available a current index of all public records; and

**WHEREAS**, RCW 42.56.070(4) provides that an agency need not maintain such an index if to do so would be unduly burdensome or interfere with agency operations; and

**WHEREAS**, City Council adopted, under Ordinance 1216 and codified in Snoqualmie Municipal Code Chapter 2.50 that maintaining a current index of identifying information for the public records would unduly burden and interfere with city operations; and

**WHEREAS**, RCW 42.56.070(7), RCW 42.56.240(14), and RCW 42.56.120 prescribes that agencies may be reimbursed for the cost of providing copies of records; and

**WHEREAS**, the City has prepared an updated Public Records Act Policy based on its current procedures; and

**WHEREAS**, the City has prepared a Records Management Policy, pursuant to RCW 40.14, to establish standard procedures for the preservation and destruction of its public records; and

**WHEREAS**, the City desires to adopt a new Fee Schedule imposing such charges as allowed by law for the cost of providing requested public records;

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF SNOQUALMIE, WASHINGTON, HEREBY RESOLVES AS FOLLOWS:**

Section 1. Ordinance 1216, codified in Snoqualmie Municipal Code Chapter 2.50 remains in effect.

Section 2. Resolution 1501 is hereby repealed and is of no force and effect.

Section 3. The Public Records Act Policy, attached as Exhibit A, is hereby adopted as the rules the City will follow in handling public records requests.

Section 4. The Records Management Policy, attached as Exhibit B, is hereby adopted as the governing document regarding how the City will preserve and destroy its public records.

Section 5. The PRA Fee Schedule, attached as Exhibit C, is hereby adopted as the fees imposed in handling public records requests.

Section 6. This Resolution shall be effective immediately upon its passage.

Section 7. Severability. If any portion of this Resolution, Public Records Act Policy, Records Management Policy, or Fee Schedule adopted herein is found to be invalid or unenforceable for any reason, such finding shall not affect the validity or enforceability of any other section of this Resolution or the Policies or Schedule adopted herein.

Section 8. The City Clerk or Code Reviser is authorized to make necessary corrections to the Public Records Act Policy or Records Management Policy adopted by this Resolution, including the correction of clerical errors; references to other local, state or federal laws, codes, rules, or regulations, or resolution numbering and section/subsection numbering.

**PASSED** by the City Council of the City of Snoqualmie, Washington, this 22<sup>nd</sup> day of January 2024.

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Katherine Ross, Mayor

Attest:

Approved as to form:

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Deana Dean, City Clerk

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David Linehan, Interim City Attorney