

CITY OF STEVENSON, WASHINGTON
RESOLUTION NO. 2026-647

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF STEVENSON,
WASHINGTON, ADOPTING PUBLIC RECORDS DISCLOSURE RULES OF PROCEDURE

WHEREAS, the City of Stevenson is subject to the requirements of the Washington State Public Records Act, chapter 42.56 RCW, which governs public access to public records; and

WHEREAS, the Public Records Act requires public agencies to adopt and publish rules and procedures to provide full access to public records while protecting records from damage or disorganization and preventing excessive interference with essential governmental functions; and

WHEREAS, the City Council has reviewed and considered the Public Records Disclosure Rules of Procedure, attached hereto as *Exhibit A* and incorporated by this reference; and

WHEREAS, the City Council finds that adoption of the Public Records Disclosure Rules of Procedure will promote transparency, consistency, and lawful administration of public records requests, and will provide clear guidance to the public and City staff;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF STEVENSON, WASHINGTON:

Section 1. Adoption of Public Records Disclosure Rules of Procedure.

The City Council hereby adopts the Public Records Disclosure Rules of Procedure, attached as *Exhibit A* and incorporated in full by this reference, as official City policy governing the receipt, processing, and disclosure of public records pursuant to chapter 42.56 RCW.

Section 2. Administration.

The City Manager, or designee, is authorized and directed to implement and administer the Public Records Disclosure Rules of Procedure in accordance with applicable state law.

Section 3. Supersession.

The Public Records Disclosure Rules of Procedure adopted by this Resolution supersede and replace any prior public records policies, procedures, or administrative rules of the City that are inconsistent herewith.

Section 4. No Limitation on Statutory Rights.

Nothing in the Public Records Disclosure Rules of Procedure shall be interpreted to limit or restrict any rights provided under the Washington State Public Records Act or other applicable law.

Section 5. Severability.

If any provision of this Resolution or the Public Records Disclosure Rules of Procedure is held invalid, such invalidity shall not affect the other provisions, which shall remain in full force and effect.

Section 6. Effective Date.

This Resolution shall take effect immediately upon passage.

PASSED BY THE CITY COUNCIL OF THE CITY OF STEVENSON, WASHINGTON, this 15th day of January, 2026.

CITY OF STEVENSON, WASHINGTON

Mayor

ATTEST:

Clerk/Treasurer

APPROVED AS TO FORM:

City Attorney

PUBLIC RECORDS DISCLOSURE

RULES OF PROCEDURE

CITY OF STEVENSON



PUBLIC RECORDS DISCLOSURE RULES OF PROCEDURE

TABLE OF CONTENTS

<u>Section 1</u>	General
<u>1.01</u>	Organization
<u>1.02</u>	Authority
<u>1.03</u>	Purpose
<u>1.04</u>	Applicability
<u>Section 2</u>	Definitions
<u>2.01</u>	Definitions
<u>Section 3</u>	Public Records Staff
<u>3.01</u>	Public Records Officer
<u>3.02</u>	Training
<u>Section 4</u>	Availability of Public Records
<u>4.01</u>	Online Availability
<u>4.02</u>	Records Index
<u>4.03</u>	Records Retention and Preservation
<u>Section 5</u>	Requesting Public Records
<u>5.01</u>	Submitting Requests
<u>5.02</u>	Scope of Requests
<u>5.03</u>	Law Enforcement Records
<u>5.04</u>	Lists of Individuals
<u>Section 6</u>	Processing of Public Records Requests
<u>6.01</u>	Initial Response
<u>6.02</u>	Time Estimates and Clarification
<u>6.03</u>	Searches and Third-Party Notice
<u>Section 7</u>	Providing Records
<u>7.01</u>	Providing Records
<u>Section 8</u>	Redactions and Exemptions
<u>8.01</u>	Redactions and Exemptions
<u>Section 9</u>	Fees
<u>9.01</u>	Fees

Section 10 Review Process
10.01 Review Process

DRAFT

PUBLIC RECORDS DISCLOSURE RULES OF PROCEDURE

SECTION 1: GENERAL

1.01 Organization

The City of Stevenson (“City”) is a non-charter code city with a mayor-council form of government.

1.02 Authority

These Rules of Procedure are adopted pursuant to and in accordance with: - RCW Chapter 42.56, the Washington Public Records Act (PRA); - WAC Chapter 44-14, the Attorney General’s Model Rules.

The Public Records Act requires public agencies to make identifiable, non-exempt public records available for inspection and copying upon request and to provide the fullest assistance to requestors. Public records prepared, owned, used, or retained by the City are the property of the City, regardless of format or location.

1.03 Purpose

These Rules are intended to promote timely, consistent, and lawful responses to public records requests and to provide guidance to requestors and City staff in order to: - Provide full access to public records; - Provide the fullest assistance to requestors; - Ensure the most timely possible action on records requests; - Maintain public access while preventing excessive interference with essential City functions; and - Protect public records from damage or disorganization.¹

1.04 Applicability

These Rules apply to all City employees and elected or appointed officials. They apply only to public records requests made under RCW Chapter 42.56 and do not apply to discovery or other requests governed by separate legal processes.

SECTION 2: DEFINITIONS

2.01 Definitions

For purposes of these Rules:

Department Record Coordinator means a staff member designated by a department director or designee to assist in locating and producing public records.

Exempt Record means a record or portion of a record exempt from disclosure under RCW Chapter 42.56 or other state or federal law.

Identifiable Record means an existing public record that City staff can reasonably locate based on the description provided by the requestor.²

Public Record has the meaning set forth in RCW 42.56.010.

Public Records Request means a request for identifiable public records submitted pursuant to the PRA.

SECTION 3: PUBLIC RECORDS STAFF

3.01 Public Records Officer

Public Records Officer

The City Manager is the City's designated Public Records Officer and is responsible for oversight of compliance with the Public Records Act. The City Manager may delegate administration of public records requests to qualified City staff.

Responsibilities include: - Overseeing compliance with the PRA; - Coordinating receipt, tracking, and fulfillment of public records requests; - Serving as a point of contact for requestors; - Directing requests to appropriate departments; - Coordinating complex or multi-department requests; and - Ensuring staff training regarding PRA requirements.

3.02 Training

Any staff member assigned responsibilities under the PRA must obtain training consistent with RCW 42.56.152 and the Attorney General's Model Rules.³

SECTION 4: AVAILABILITY OF PUBLIC RECORDS

4.01 Online Availability

The City makes commonly requested records available on its website and encourages requestors to review available materials prior to submitting a request.

4.02 Records Index

The City has determined that maintaining an index of all City records would be unduly burdensome and therefore does not maintain such an index. Any departmental indexes created for internal use will be made available upon request pursuant to RCW 42.56.070(4)(b).

4.03 Records Retention and Preservation

The City retains records in accordance with Washington State Local Government Records Retention Schedules approved by the State Attorney General's Local Records Committee.

When records scheduled for destruction are subject to a pending public records request, the City shall suspend destruction until the request is resolved.⁴

Public records requests and related documentation are themselves public records and are retained in accordance with applicable retention schedules.

SECTION 5: REQUESTING PUBLIC RECORDS

5.01 Submitting Requests

The City encourages submission of public records requests through its online Public Records Center. Requests may also be submitted verbally, by mail, or by email.

Requests must clearly seek access to identifiable public records and provide sufficient detail to allow City staff to reasonably locate responsive records. Requests must provide fair notice that a public records request is being made.⁵

5.02 Scope of Requests

The PRA applies only to existing records and does not require the City to answer questions, conduct research, or create new records. Requests for future or standing records are not permitted.⁶

If a request is unclear or appears overly broad, the City will seek clarification while fulfilling any reasonably identifiable portions of the request. A request will not be denied solely because it is overly broad.⁷

5.03 Law Enforcement Records

The City does not maintain records held by the Skamania County Sheriff's Office. Requests for such records must be directed to the appropriate County agency.

5.04 Lists of Individuals

The City will not disclose a list of individuals when the requestor intends to use the list for commercial purposes, consistent with RCW 42.56.070(8). The City may require a declaration regarding intended use.⁸

SECTION 6: PROCESSING PUBLIC RECORDS REQUESTS

6.01 Initial Response

The City will respond to public records requests within five business days of receipt as required by RCW 42.56.520 by one or more of the following: - Providing records; - Providing an internet link to records; - Acknowledging receipt and providing a reasonable time estimate; - Seeking clarification; - Denying the request with written explanation; or - Advising that no responsive records exist.

6.02 Time Estimates and Clarification

Time estimates are based on the scope and complexity of the request and operational demands. Updated estimates will be provided as necessary.

Requests for clarification will focus on identifying records rather than the purpose of the request. If clarification is not received within 30 days and the request is entirely unclear, the request may be closed.⁹

6.03 Searches and Third-Party Notice

The City will conduct a reasonable search reasonably calculated to locate all responsive records.¹⁰ Where required or appropriate, the City may notify affected third parties, which may extend processing time.¹¹

SECTION 7: PROVIDING RECORDS

7.01 Providing Records

Records will generally be provided electronically unless other arrangements are made. Records may be provided in installments when appropriate to provide the fullest assistance to requestors.

The City is not required to create new records but may, when feasible and not unduly burdensome, provide customized reports derived from existing records.¹²

Inspection of records may be arranged by appointment during normal business hours. Records shall be protected from damage, alteration, or disorganization during inspection.

If a requestor fails to take required action within 30 calendar days after written notice, the City may close the request.¹³

SECTION 8: REDACTIONS AND EXEMPTIONS

8.01 Redactions and Exemptions

The City will withhold or redact records only as authorized by RCW 42.56 or other applicable law. When records are withheld or redacted, the City will provide a written exemption log identifying the legal basis for nondisclosure.¹⁴

SECTION 9: FEES

9.01 Fees

The City may charge fees for copies of public records as authorized by RCW 42.56.120 and in accordance with the City's adopted Records Fee Schedule.

Deposits may be required prior to processing. Records will be provided after payment is received. Fees may be waived in limited circumstances as determined by the Public Records Officer.

If payment is not received within 30 calendar days, the request may be deemed abandoned and closed.¹⁵

SECTION 10: REVIEW PROCESS

10.01 Review Process

A requestor may seek internal review of a denial or redaction by submitting a written request to the City. Review will be conducted by the City Attorney in accordance with RCW 42.56.520.¹⁶

Nothing in these Rules limits a requestor's right to seek judicial review under RCW 42.56.550.

FOOTNOTES

¹ RCW 42.56.100; WAC 44-14-04001; WAC 44-14-04003

² RCW 42.56.080; WAC 44-14-04002(2)

³ RCW 42.56.152; WAC 44-14-00005

⁴ RCW 42.56.100

⁵ WAC 44-14-03006

⁶ WAC 44-14-04002(2)

⁷ RCW 42.56.070(8)

⁸ RCW 42.56.070(8)

⁹ WAC 44-14-04005

¹⁰ MRSC Practice Tips for Local Governments: PRA – Performing an Adequate Search for Records

¹¹ RCW 42.56.540

¹² WAC 44-14-04003(6)

¹³ RCW 42.56.120; WAC 44-14-04005

¹⁴ RCW 42.56.070(1)

¹⁵ WAC 44-14-04005

¹⁶ RCW 42.56.520(4); WAC 44-14-08001