

**RESOLUTION NO. \_\_\_\_\_**

**A RESOLUTION DECLARING AN UNDUE BURDEN TO  
MAINTAIN A COMPREHENSIVE INDEX OF PUBLIC  
RECORDS**

WHEREAS, Revised Code of Washington {RCW} 42.56.070 {3} requires that local agencies maintain and make available for public inspection and copying a current index of all public records; and

WHEREAS, RCW 42.56.070 {4} provides that if maintaining such an index would be unduly burdensome, or would interfere with the agency operation, a city need not maintain such an index, but it must issue and publish a formal order specifying the reasons why and the extent to which compliance would be unduly burdensome; and

WHEREAS, the City of Camas' business is not limited to a single function and all its departments are indicative of the breadth of the City's official business; and

WHEREAS, the City Council makes the following finding; public records to be indexed are varied and maintained by individual departments at different worksites and databases throughout the City and to inventory, categorize, and maintain a central index of each of the records identified in the RCW would require the addition of staff and storage resources creating an additional taxpayer expense and indexing each document at the department level would place an undue burden on administrative staff and reduce the efficiency with which the public's business is conducted; and

WHEREAS, the City has begun such a public records index and has made it available on the City's website; the City will continue to work towards full compliance with all applicable laws.

NOW THEREFORE, be it resolved by the City Council of the City of Camas as follows:

1. The City of Camas is not required to maintain an all-inclusive index of public records due to the findings that the requirement is unduly burdensome.
2. City departments are to maintain file maintenance systems that enable staff to operate efficiently and effectively in providing service to the community and the general public.
3. Pursuant to Chapter 42.56 RCW, the City of Camas shall make available for public inspection and/or copying all public records and any records management or file database maintained by the City to the extent not exempt from inspection and/or copying pursuant to Chapter 42.56 RCW or other applicable laws.
4. The City of Camas will continue to work towards full compliance of providing a complete index of all its public records.

PASSED BY the Council and APPROVED by the Mayor this 6<sup>th</sup> day of February, 2017.

SIGNED: \_\_\_\_\_  
Mayor

ATTEST: \_\_\_\_\_  
Clerk

APPROVED as to form:

\_\_\_\_\_  
City Attorney