

**CITY OF GOLD BAR, WASHINGTON
RESOLUTION NO. 17-12**

**A RESOLUTION OF THE CITY OF GOLD BAR, WASHINGTON, REPEALING AND REPLACING
RESOLUTION NO. 15-01 RELATING TO THE CITY'S PUBLIC RECORDS PROCESSING
PROCEDURES**

WHEREAS, Resolution No. 15-01 allocated twelve hours a month of staff time to the processing of Public Records Requests; and

WHEREAS, Public Records Requests continue to increase in number and complexity; and

WHEREAS, the guideline of twelve hours of staff time is no longer relevant;

NOW THEREFORE, BE IT RESOLVED by the City Council of the City of Gold Bar, Washington as follows.

I. Resolution No. 15-01

II. Public Records Processing Procedures

III. Severability

IV. Effective Date

I. Resolution No. 15-01

Resolution No. 15-01 shall be repealed in its entirety.

II. Public Records Processing Procedures

A. The City of Gold Bar shall maintain one staff position of Public Records Officer. This position shall be a full-time, or part-time position at the discretion of the Mayor and based solely upon the work load created by public records requests.

B. The processing of public records requests shall be in accordance with the City's *Public Records Policies and Procedures Manual*, and the State of Washington's Public Records Act.

III. Severability

This Resolution is severable and if any portion of it shall be declared invalid or unconstitutional, the remaining portion shall remain valid and enforceable.

IV. Effective Date

This Resolution shall take effect from, and after, its passage and approval.

RESOLVED this 3rd day of October, 2017

APPROVED: Lee Hodo Lee Hodo, Mayor

Attest: Lisa Stowe Lisa Stowe, Clerk/Treasurer