

**CITY OF GOLD BAR, WASHINGTON
RESOLUTION NO. 17-01**

**A RESOLUTION OF THE CITY OF GOLD BAR,
AMENDING RESOLUTION #16-04 RELATING TO THE
PUBLIC RECORDS MANUAL**

WHEREAS, the Resolution #16-04 adopted policies and procedures for public records; and

WHEREAS, the manual does not address procedures for picking up fulfilled public records; and

WHEREAS, the City must have guidelines for picking up fulfilled public records;

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

Section 1. Resolution 16-04, Exhibit A, Amended. Section 7 of Exhibit A, Public Records Policies and Procedures Manual, to Resolution 1604, is hereby amended to read as follows:

I. Section 7. Records Delivery

7. Records Delivery:

A. The City offers the following four methods for obtaining responsive records.

1. Inspection.

2. Paper copies.

3. E-mail. For requests or installments which have a very low volume of responsive electronic records, the records may be sent by e-mail as an attachment. Responsive records, including complete or partial installments, will not be e-mailed if determined, in the City's sole discretion, that doing so will excessively interfere with other essential City functions or unreasonably disrupt the operations of the City.

4. CD/DVD. Requests/installments which have a large volume of responsive records will be delivered in one or more installments will be copied onto a CD/DVD. CDs/DVDs can be either picked up in person as provided in Subsection B below or sent by United States mail and will be provided at the cost as stated in the City's Fee Schedule.

B. When claiming responses to public records requests, in full or in installments, said public records must be picked up by the original requesting party or an agent of the requesting party with written authorization signed by the original requesting party or with written authorization sent by e-mail from the original requesting party, naming the person authorized to pick up records on the requestor's behalf. Fulfilled requests and/or installments will not be released to any party other than the original requester without such written authorization.

Section 2. 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.

Section 3. Complete Public Records Manual


All other sections of the Public Records Policies and Procedures Manual shall remain as written.

Section 4. Effective Date

This resolution shall take effect from the date of its adoption.

RESOLVED this 7th day of February, 2017.

ATTEST/AUTHENTICATED:



Lisa Stowe, City Clerk/Treasurer

APPROVED:



Lee Hodo, Mayor