

**CITY OF GOLD BAR, WASHINGTON  
RESOLUTION NO. 19-10**

**A RESOLUTION OF THE CITY OF GOLD BAR, WASHINGTON AMENDING THE  
PUBLIC RECORDS MANUAL**

**WHEREAS**, the Public Records Manual currently allows records to be delivered in a CD/DVD format; and

**WHEREAS**, the Revised Code of Washington (RCW) 42.56 does not require a specific method of delivery of public records; and

**WHEREAS**, the City of Gold Bar's computer system is aging; and

**WHEREAS**, delivery of records in the CD/DVD format has been problematic, resulting in delays in responding to public records requests;

**NOW THEREFORE BE IT RESOLVED** by the governing body of the City of Gold Bar that the Public Records Manual be amended as follows.

**Section I Title 7, Records Delivery**

**Section III Severability**

**Section IV Effective Date**

**Section I, Title 7, Records Delivery**

7. Records Delivery:

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

I. Inspection.

II. Paper copies.

III. 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. Electronic records will be transmitted at the cost as stated in the City's Fee Schedule.

IV. ~~CD/DVD~~/USB. Requests/installments which have a large volume of responsive records may be delivered in one or more installments and will be copied onto a ~~CD/DVD~~/USB. ~~CDs/DVDs~~/USBs 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.

**Section II, 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 III, Effective Date**

This Resolution shall take effect from, and after, its passage and approval, as provided by law.

**Resolved this \_\_\_\_\_ day of \_\_\_\_\_, 2019.**

APPROVED:

ATTEST/AUTHENTICATED:

\_\_\_\_\_  
Bill Clem, Mayor

\_\_\_\_\_  
Lisa Stowe, Clerk/Treasurer