

**CITY OF GOLD BAR, WASHINGTON
RESOLUTION NO. 20-06**

**A RESOLUTION OF THE CITY OF GOLD BAR, WASHINGTON AMENDING THE COUNCIL
RULES OF PROCEDURE MANUAL**

WHEREAS, the volume of electronic mail (email) received by the City creates burdensome numbers that must be maintained; and,

WHEREAS, the City must follow the State's record retention laws; and

WHEREAS, the City must follow the State's Public Record Act; and

WHEREAS, email must be organized in a manner that facilitates the City's ability to act under both regulations;

NOW THEREFORE BE IT RESOLVED by the governing body of the City of Gold Bar that the Council Rules of Procedure Manual shall be amended as follows.

Section I AA. Council Procedures Specific to the City of Gold Bar
Section II Severability
Section III Effective Date

Section I, AA. Council Procedures Specific to the City of Gold Bar

AA. Council Procedures Specific to the City of Gold Bar

1. No elected and/or appointed official for the City of Gold Bar shall use personal devices such as cell phones, emails, or computers, to conduct city business except in emergencies. All such business shall be conducted through City laptop computers and City email accounts provided by the City. The Mayor shall have a cell phone provided by the City.

a. Personal devices utilized during emergencies for email relating to the conducting of City business are subject to public records request laws. Such emergency records must be retained according to the appropriate retention regulation.

2. Each elected official is responsible for organizing emails received, sent, forwarded, etc. related to City business and individual job responsibilities.

a. Each elected official may set up their preferred organizational system as long as that system creates one that easily searchable. The employee utilizing this option shall be required to demonstrate the system and its ease of finding records, to the clerk/treasurer, their supervisor, and the Mayor if needed. The clerk/treasurer and supervisor must approve the employee's organizational method.

b. Each elected official may utilize the clerk/treasurer or their supervisor to set up an organizational system. Only the method will be set up. It will be the elected official's responsibility to organize and maintain all emails.

c. Each elected official is responsible for complying with record retention laws governing email. The clerk/treasurer may train elected officials on record retention relevant to their specific job

duties, or the elected official may choose to attend a more all-encompassing record retention training offered by an outside agency.

d. Emails with no retention value will be deleted after the information has been received and examined. Elected officials will be instructed on the use of destruction logs and when such logs are required.

e. Email that constitutes a public record must be retained in its original form for the required record retention time period.

f. The Public Records Officer (PRO) and/or designee, shall have access to each employee's email system in order to respond to public records requests. The PRO shall maintain confidentiality. The PRO may, at times, request access to the elected official's 'inbox' if the PRO is unable to access emails through the remote access process.

3. No elected and/or appointed official shall text messages to the City, or City staff.

4. Elected and/or appointed officials are expected to attend Council meetings, special meetings, public hearings, and any other official gathering of the Council to conduct City business. Elected and/or appointed officials may obtain an excused absence from the Council for unavoidable situations.

5. Elected and/or appointed officials shall not use social media to conduct City business or respond in any way with comments or responses that can be construed as representing the City, or responding as a Councilmember or Mayor.

6. All elected and/or appointed officials will take trainings and resources offered for their positions and provide the City Clerk with copies of certificates of completion or other documentation that the course was completed.

7. All elected and/or appointed officials will fulfill the requirements of the Washington State Public Disclosure Commission within fourteen (14) days of being seated.

Section II, Severability

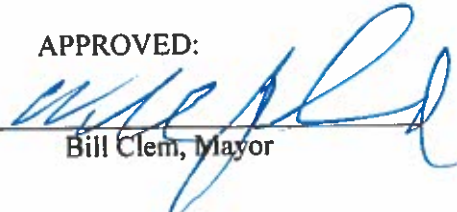
This resolution is severable and if any portion of it shall be declared invalid or unconstitutional, the remaining portion shall remain valid and enforceable.

Section III, Effective Date

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

Resolved this 5th day of May, 2020.

APPROVED:


Bill Clem, Mayor

ATTEST/AUTHENTICATED:


Lisa Stowe, Clerk/Treasurer