

**CITY OF GOLD BAR, WASHINGTON
RESOLUTION NO. 22-04**

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

WHEREAS, Washington Administrative Code (WAC) 44-14-04004(2) requires an agency to provide access to public records; and

WHEREAS, access to a public record can be provided by allowing inspection of the record, providing a copy, or posting records on the City's website; and

WHEREAS, there is no requirement that access to public records be provided in native form (example: on a computer vs. printed out) unless access is reasonable and technically feasible; and

WHEREAS, the City previously utilized a lobby computer that was not connected to internet for public record access but it was not feasible for reasons including maintaining records, creating duplicate records, extra staff time in continuously moving records by thumb drive to the computer, the corruption of metadata created by moving records, the inability to keep the requester and their records confidential in a public lobby, and the inability to fully monitor what records a requester viewed; and

WHEREAS, it is not typically reasonable or technically feasible to allow requestors regular access to city computers because of staff needs and confidentiality of records; and

WHEREAS, there are alternatives to allowing access to city computers; and

WHEREAS, wording in the current Public Records Manual is outdated;

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

Section I	Procedure
Section II	Response to Requests
Section II	Severability
Section III	Effective Date

Section I, Procedure

2. Request Format:

A variety of records are available on the City's website at www.cityofgoldbar.us ~~and on the lobby computer~~. Requesters are encouraged to view records available on the website ~~or lobby computer~~ prior to submitting a records request.

14. Availability and Inspection of Public Records:

To the extent possible given other demands for space and staff time, the Public Records Officer shall promptly provide space to inspect public records at City Hall. The City deems it necessary, in order to comply with the PRA's mandate to protect public records, to require that inspections of public records be conducted in the presence of the Public Records Officer or other designated staff. The City will make every effort to provide staff to oversee the expeditious inspection of public records without unduly compromising or unreasonably interfering with the essential functions of the City. All assistance necessary to help requesters inspect particular responsive records shall be provided by the Public Records Officer or other City staff, provided that such assistance does not unreasonably disrupt the daily operations of the City. In accommodating a request for public records inspection, the City may consider the size of the request, the ease with which the requested records can be made available for inspection, and special accommodations requested by the requester necessary in order to inspect the records, the availability (schedule) of the

requester to conduct the inspection, the availability of City staff to observe the inspection, the time constraints on staff availability imposed by other current City business, and any other relevant circumstance.

A. Access to a public record can be provided by allowing inspection of the record, providing a copy, or posting the records on the City's website. Access to city computers is not allowed. There are options that make access to City computers not reasonable. For example, the City may utilize cloud-based venues such as 'Dropbox', or utilize outside agencies with the capability to print large files such as maps.

Section II, Response to Requests

4. (A)(II) Provide an internet address and link on the City's website to the specific record(s) requested; except that if the requester notifies the City that he or she cannot access the records through the internet, then the City must provide copies of the record, at the expense of the requester.

Section 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.

Section IV, Effective Date

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

Resolved this 3rd day of MAY, 2022.

APPROVED:


Steve Yarbrough, Mayor

ATTEST/AUTHENTICATED:


Lisa Stowe, Clerk/Treasurer