

**CITY OF DUVALL  
WASHINGTON**

**RESOLUTION NO. 16-12**

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**A RESOLUTION OF THE CITY COUNCIL OF THE CITY  
OF DUVALL, WASHINGTON, ADOPTING A PUBLIC  
RECORDS POLICY AND ORDERING PUBLICATION OF  
THIS RESOLUTION AND THE PUBLIC RECORDS  
POLICY.**

WHEREAS, RCW Sections 42.56.040, 42.56.070 and 42.56.100 of the Public Records Act (“the Act”) collectively require that state and local agencies provide, publish and prominently display certain information, exemptions and rules governing disclosure of public records; and

WHEREAS, the City of Duvall (“the City”) is a local agency as defined in the Act and must therefore comply with its provisions; and

WHEREAS, the attached Public Records Policy (“the Policy”) fulfills one of these requirements; and

WHEREAS, RCW 42.56.070(3) requires an agency to maintain an index of records therein described unless the local agency determines that it would be unduly burdensome to do so and in that event it must issue and publish a formal order specifying why it would be unduly burdensome; and

WHEREAS, City Council approved Resolution #10-04 on March 25, 2010 electing not to maintain a city public records index due to the undue burden such an index would create; and

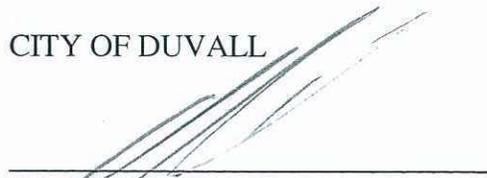
NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF DUVALL, WASHINGTON, DOES RESOLVE AS FOLLOWS:

Section 1. Adoption of Public Records Policy. The Duvall Public Records Policy (“Policy”) is hereby approved as set forth on the attached Exhibit A. The Policy is adopted as the rules the City will follow in handling public records requests and the City Administrator is hereby authorized to amend the Policy as necessary to remain in compliance with evolving law governing the handling of public records requests and to update the Policy as facts may require. All amendments to the Policy shall be reported to the City Council.

Section 2. The Clerk is directed to post and maintain the Policy on the City’s website and make the Policy available for inspection and copying at the City’s central office.

PASSED BY THE CITY COUNCIL AT A REGULAR MEETING THEREOF ON THE  
21<sup>st</sup> DAY OF June, 2016.

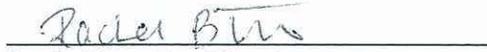
CITY OF DUVALL



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Mayer Will Ibershof

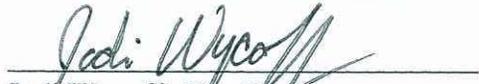
Approved as to form:



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Rachel Turpin, City Attorney

ATTEST/AUTHENTICATED:



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Jodi Wycoff, City Clerk