

**CITY OF DUVALL  
WASHINGTON**

**RESOLUTION NO. 17-13**

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**A RESOLUTION OF THE CITY COUNCIL OF THE CITY  
OF DUVALL, WASHINGTON, ADOPTING A PUBLIC  
RECORDS STAFFING RESOURCES ALLOCATION  
POLICY AND ORDERING PUBLICATION OF THIS  
RESOLUTION AND 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 City adopted a Public Records Policy on June 21, 2016, Resolution 16-12, which fulfills one of these requirements; and

WHEREAS, RCW 42.56.100 obligates the City to adopt reasonable rules and regulations to avoid public disclosure demands from causing excessive interference with other essential City functions. The purpose of this policy is to set forth the amount of staffing resources the City can currently devote to processing public record requests (PRRs), while at the same time not interfering excessively with the City’s essential functions; and

WHEREAS, in order to determine a reasonable level of effort to devote to processing and responding to requests for public records that is commensurate with the available resources and staffing (so to prevent excessive interference with other essential functions of the City), the City has quantified the essential functions provided by the key staff involved in processing and responding to public records requests. Each month, the City shall allocate the amount of time set forth by those key staff herein to processing and responding to public records requests. The City will use the time allocations set forth herein to estimate reasonable response times to public records requests pursuant to RCW 42.56.520.

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

Section 1. Adoption of Public Records Staffing Resources Allocation Policy. The Duvall Public Records Staffing Resources Allocation Policy (“Policy”) is hereby approved as set forth on the attached Exhibit A. The Policy is adopted to set forth the time allocations that the City Clerk, Police Records Clerk and City Attorney will devote to processing and responding to public records requests. 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.

20<sup>th</sup> PASSED BY THE CITY COUNCIL AT A REGULAR MEETING THEREOF ON THE DAY OF June, 2017.


CITY OF DUVALL

  
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Mayor Will Ibershof

Approved as to form:

  
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Rachel Turpin, City Attorney

ATTEST/AUTHENTICATED:

  
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Jodi Wycoff, City Clerk