

RESOLUTION 14-797

A RESOLUTION RELATING TO COMPLIANCE WITH THE PUBLIC RECORDS ACT, SPECIFICALLY, ADOPTING A PUBLIC RECORDS POLICY, ISSUING A FORMAL ORDER THAT MAINTAINING AN INDEX WOULD BE UNDULY BURDENSOME, AND DIRECTING THE APPOINTMENT OF A PUBLIC RECORDS OFFICER

WHEREAS, The Housing Authority of the City of Yakima (YHA) is a duly organized and validly existing public body corporate and politic and a housing authority under the laws of the state of Washington; AND

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, YHA is a local agency as defined in the Act and must therefore comply with its provisions ; AND

WHEREAS; the attached Yakima Housing Authority Public Record Policy ("the Policy") fulfills one of these requirements and was developed using the Washington State Attorney General's Office advisory Model Rules for disclosure of public records promulgated and set forth in Chapter 41-44 WAC; AND

WHEREAS, RCW 42.56.070(3)&(4) require 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, YHA's Board of Directors finds that it would be unduly burdensome and substantially interfere with YHA operations to index all YHA records specified in RCW 42.56.070(3) due to the number and complexity of records generated as a result of the wide range of YHA activities, limited staff to complete the necessary work to create and maintain such index, and the general cost to YHA that would result from lost staff time to perform other critical functions necessary to YHA's operations and mission to provide affordable, safe, housing; AND

WHEREAS, RCW 42.56.580 requires that each agency appoint and publicly identify a Public Records Officer and provide contact information for that Office;

NOW THEREFORE, BE IT RESOLVED, by the Board of Commissioners of the Housing Authority of the City of Yakima:

- 1.) The attached Policy, and appendices thereto, is hereby adopted.
- 2.) Pursuant to RCW 42.56.070(4), the Board of Commissioners concludes that it would be unduly burdensome and interfere with YHA's core and essential

operations to maintain an index of public records. Therefore, YHA shall not maintain an index of public records; however, to the extent that indexes are prepared for use by YHA, those indexes shall be made available for public inspection and copying.

3.) The Executive Director is hereby charged with appointment of a Public Records Officer as set forth in the Policy.

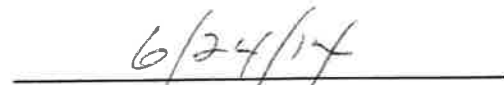
PASSED AND ADOPTED BY THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THE CITY OF YAKIMA THIS 25th DAY OF JUNE, 2014:

ATTEST:


Secretary

Chairman, Board of Commissioners




Date