

**RESOLUTION 5-2008**

**BY**

**KLICKITAT COUNTY PORT DISTRICT NO. 1,  
A MUNICIPAL CORPORATION OF THE STATE OF WASHINGTON:**

**A RESOLUTION ESTABLISHING A PUBLIC RECORDS POLICY**

**WHEREAS**, the people of the State of Washington, by approving Initiative Measure No. 276, on November 7, 1972, declared public policy to be for the full access to information concerning the conduct of government; and

**WHEREAS**, Initiative Measure No. 276, codified as a portion of chapter 42.17 of the Revised Code of Washington (RCW), mandates broad disclosure of public records; and

**WHEREAS**, The Port Commission wishes to ensure compliance with the provisions of chapter 42.17 (RCW) and other applicable law;

**NOW, THEREFORE, BE IT RESOLVED:**

- 1) The Executive Director shall make available for public inspection and copying all public records, except as otherwise provided by law.
- 2) The Executive Director shall have charge of the Port's public records, shall be responsible for the rules regarding release of the public records, and shall ensure the compliance and cooperation of staff with the records disclosure requirements of chapter 42.17 RCW and other applicable laws.
- 3) The Executive Director shall provide a public disclosure request form. All requests for public records shall be made by completing this form. The request shall be presented to the Executive Director, Deputy Director, or their designee.
  - A. All requests shall include the following information:
    - i. The name, address, and phone number of the person making the request for the record;
    - ii. The date the request is received;
    - iii. The nature of the request and identification of the requested records by reference to the Port's current index, names, title, subject matter, and time frames, or other means of enabling the Port Personnel to find and make available the requested records;
    - iv. Whether such request is for a list of individuals.
  - B. In the case of a request for records that may contain a list of individuals, the person making the request must furnish an affidavit that states either:
    - i. That he/she is not requesting the list for commercial purposes; or
    - ii That he/she is specifically authorized or directed by law to obtain the list of individuals for commercial purposes, and that identifies such law.

- 4). No fee shall be charged for the inspection of public records. No fee shall be charged for locating public documents and making them available for copying. A charge may be imposed for providing copies of public records and for the use, by any person, of Port equipment to copy public records. Applicable charges shall be set by the Port Commission and described in the Ports most recently adopted fee schedule.
  
- 5). Public records described as exempt by Chapter 42.17 RCW, or that are required to be withheld by any other law, are exempt from these rules.

**ADOPTED IN OPEN SESSION** this 19<sup>th</sup> day of February 2008.


**KLICKITAT COUNTY PORT DISTRICT NO. 1**  
Board of Commissioners

  
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S. Wayne Vinyard, President

  
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Norman Deo, Commission Vice-President

  
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Rodger Ford, Commission Secretary

ATTEST

  
Margie Ziegler  
Administrative Assistant

PORT SEAL