

HOUSING AUTHORITY OF THE COUNTY OF KING

RESOLUTION NO. 5300

**AMENDING THE RECORDS MANAGEMENT POLICY RELATING
TO THE INDEX OF PUBLIC RECORDS**

WHEREAS, Title 42, Chapter 56, Section 70, of the Revised Code of Washington (RCW 42.56.070), requires the King County Housing Authority (KCHA) to maintain and make available a current index of KCHA's public records; and,

WHEREAS, RCW 42.56.070 provides that if maintaining such an index is unduly burdensome or would interfere with KCHA operations, KCHA is not required to maintain such an index; and,

WHEREAS, KCHA must issue and publish a formal order specifying the reasons why and the extent to which compliance would be unduly burdensome, and that KCHA finds it necessary to issue such an order; and,

WHEREAS, the magnitude and diversity of KCHA's operations has resulted in the creation or retention of a multitude of records which would be difficult, time consuming and costly to index into a single current index; and,

WHEREAS, KCHA has a longstanding and recognized policy, passed via Resolution 4007 dated July 2003, of assisting people who request public information and of providing records upon request.

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THE COUNTY OF KING,

Section 1: Chapter F, Public Access, to the Records Management Policy, is hereby revised to include the following:

Public records index-maintenance not required.

- 1) KCHA is not required to maintain a current index of public records due to the fact the requirement is unduly burdensome and would interfere with KCHA operations and such a list is nearly impossible to create and/or maintain.*
- 2) KCHA shall make available all public records and any indexes created for internal use upon request by any person to the extent not exempt from disclosure pursuant to Washington State law or any other applicable law.*

ADOPTED AT A SPECIAL MEETING OF THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THE COUNTY OF KING ON THIS 14th DAY OF OCTOBER 2010.

**THE HOUSING AUTHORITY OF THE COUNTY
OF KING, WASHINGTON**



Michael Brown, Chairman Pro Tempore
Board of Commissioners



STEPHEN J. NORMAN
Secretary-Treasurer