

THE HOUSING AUTHORITY OF THE COUNTY OF KING

RESOLUTION NO. 5419

**AMENDING THE RECORDS MANAGEMENT POLICY BY CREATING A
SEPARATE PUBLIC DISCLOSURE POLICY**

WHEREAS, Title 42, Chapter 56, of the Revised Code of Washington (RCW 42.56), requires the King County Housing Authority (KCHA) to make available KCHA's public records; and,

WHEREAS, KCHA has a longstanding and recognized policy, passed via Resolution No. 4007, dated July 2003, of assisting people who request public information and of providing records upon request.

WHEREAS, the current Records Management Policy which contains KCHA's policy and procedures regarding public access to its documents should be updated to reflect current trends and requirements imposed on public entities by RCW 42.56; and,

WHEREAS, due to the increasing number of requests for documents, the heightened interest by the public in public records and need for specific procedures for handling such requests, it is advisable to have a Public Disclosure Policy separate from the Records Management Policy; and,

WHEREAS, adopting a separate Public Disclosure Policy will ensure that KCHA remains in full compliance with RCW42.56.

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

SECTION 1: The Board of Commissioners of the Housing Authority of the County of King hereby approves and adopts a new Public Disclosure Policy, in accordance with the language attached hereto and made a part hereof as though fully set forth herein.

SECTION 2: The Executive Director is hereby directed to make technical changes to the policy as recommended by Counsel and to take such administrative steps as are necessary to incorporate the said Public Disclosure into the general policy and procedures followed by KCHA personnel.

ADOPTED AT A SPECIAL MEETING OF THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THE COUNTY OF KING THIS 28TH DAY OF JANUARY 2013.

THE HOUSING AUTHORITY OF THE COUNTY OF KING, WASHINGTON



DOUG BARNES, Chair
Board of Commissioners



STEPHEN J. NORMAN
Secretary