

## ORDINANCE NO. 1488

### AN ORDINANCE OF THE CITY OF WOODLAND, WASHINGTON AMENDING WOODLAND MUNICIPAL CODE CHAPTER 2.88 REGARDING PUBLIC DISCLOSURES

**WHEREAS**, RCW 42.56.070(4), provides that a local agency need not maintain . . . an index, if to do so would be unduly burdensome, but it shall in that event:

- (a) Issue and publish a formal order specifying the reasons why and the extent to which compliance would unduly burden or interfere with agency operations; and
- (b) Make available for public inspection and copying all indexes maintained for agency use; and

**WHEREAS**, the City of Woodland is composed of multiple departments, which maintain separate databases and/or copying-keeping systems for indexing records, which are available for inspection and/or copying; and

**WHEREAS**, the development and maintenance of a city index would be extremely costly; and would provide little benefit to the public compared to the expense of creating and maintaining such a city-wide index; and

**WHEREAS**, the City operations do not allow for the addition, revision or reassignment of duties of existing personnel so that an index may be developed and maintained; and anticipated City revenues do not allow for additional staff for the purpose of creating and maintaining such an index; and

**WHEREAS**, because the City has records which are diverse, complex and stored in multiple locations and in multiple computer systems and data bases, it is unduly burdensome, if not physically impossible, to maintain a central index of records; and

**WHEREAS**, the requirement to maintain a public records index would interfere with the City's operations in the following ways:

- the sheer volume of records produced by the various departments and agencies of the City precludes any attempt to maintain a comprehensive and current index of records;
- the need to constantly update the index to keep it current would be nearly impossible; and

--the City does not have a central repository for all of its public records and would therefore have to have multiple indices and multiple employees charged with constant updates of those indices; and

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Woodland, based on the findings set forth above and pursuant to RCW 42.56.070, do hereby order and direct; that

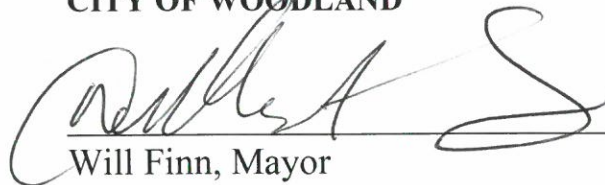
1. the City of Woodland is not required to maintain a current index of public records due to the above findings that the requirement is unduly burdensome and such a list is nearly impossible to create and/or maintain; and
2. pursuant to chapter 42.56 RCW, the City of Woodland shall make available for public inspection and/or copying all public records and any indexes of public records maintained by the City to the extent not exempt from inspection and/or copying pursuant to Chapter 42.56 RCW, WMC 2.88, or other applicable laws, and
3. adding new section:

***WMC 2.88.100 – Index of records not maintained***

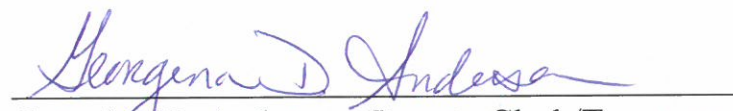
*Per RCW 42.56.070(4), the City of Woodland is not required to maintain an index of documents due to the burdensome nature of such an effort. This fact does not affect access to the public records maintained by the city or their availability under WMC Chapter 2.88 – Public Disclosure.*

ADOPTED in an Open Public Meeting of the Woodland City Council this 2<sup>nd</sup> day of August, 2021.

**CITY OF WOODLAND**

  
\_\_\_\_\_  
Will Finn, Mayor

Attest:

  
\_\_\_\_\_  
Georgina D. Anderson, Deputy Clerk/Treasurer

Approved as to form:

A handwritten signature in blue ink, appearing to read "F. Randolph", written above a horizontal line.

Frank F. Randolph, City Attorney



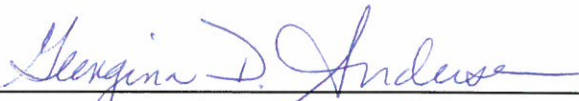
**SUMMARY OF ORDINANCE NO. 1488  
OF THE CITY OF WOODLAND, WASHINGTON**

On August 2, 2021 the City Council of the City of Woodland, Washington, approved Ordinance No. 1488 the main point which may be summarized by its title as follows:

**AN ORDINANCE OF THE CITY OF THE CITY OF WOODLAND, WASHINGTON  
AMENDING WOODLAND MUNICIPAL CODE CHAPTER 2.88 REGARDING PUBLIC  
DISCLOSURES.**

The full text of this Ordinance will be mailed upon request.

APPROVED by the City Council at their meeting on 2<sup>nd</sup> day of August 2021.

  
\_\_\_\_\_  
Georgina D. Anderson, Deputy Clerk-Treasurer

Published: August 11, 2021

Effective: August 15, 2021

