

CITY OF SPOKANE EXECUTIVE ORDER	EO 2008-0005 LGL 2008-0007
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TITLE: <b>PUBLIC RECORDS INDEX</b> EFFECTIVE DATE: November 4, 2008 REVISION EFFECTIVE DATE: N/A
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WHEREAS, RCW 42.56.070 requires all cities and public agencies to maintain and make available a current index of all public records; and

WHEREAS, RCW 42.56.070(4) provides that if maintaining such an index would be unduly burdensome, or would interfere with agency operation, a city need not maintain such an index but it must issue and publish a formal order specifying the reasons why and the extent to which compliance would be unduly burdensome; and

WHEREAS, when such an order is made, all indexes maintained by that city must be made available to provide identifying information on those records, which are available for inspection and/or copying; and

WHEREAS, the City of Spokane is composed of numerous departments, which maintain separate databases and/or record-keeping systems for the indexing of records and information; 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 in maintaining the index; and

WHEREAS, the City's 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 databases, 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, I, MARY B. VERNER, Mayor, based on the findings set forth above and pursuant to RCW 42.56.070(4), do hereby order and direct: that

1. the City of Spokane 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 Spokane 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 or other applicable laws.

Mary B. Verner  
Mayor

11/04/2003  
Date