HIGHLINE WATER DISTRICT  
KING COUNTY, WASHINGTON  

RESOLUTION 12-8-28C

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF HIGHLINE WATER DISTRICT, KING COUNTY, WASHINGTON, AMENDING CHAPTER 2.12 - PUBLIC RECORDS AND DISCLOSURE OF THE HIGHLINE WATER DISTRICT CODE TO UPDATE THE DISTRICT'S PUBLIC RECORDS POLICIES

WHEREAS, the Board of Commissioners (Board) of the Highline Water District (District) desires to update its policies relating to public records; and

WHEREAS, the Board desires to amend Chapter 2.12 of the Highline Water District Code to reflect the update of such policies; now therefore

BE IT RESOLVED by the Board of Commissioners of the Highline Water District ("District") as follows:

Section 1. Chapter 2.12 of the Highline Water District Code is amended to read as follows:

Sections
2.12.010 Records Policy
2.12.020 Access to Public Records
2.12.030 Records Access and Copying

2.12.010 Records Policy

The District is required by RCW 42.17.290 RCW 42.56.100 to establish reasonable rules and regulations to provide full public access to public records, to protect public records from damage or disorganization and in its record disclosure procedure to prevent excessive interference with other essential functions of the District. The District has adopted Resolution 12-8-28A, which adopts such rules and regulations and provides for the fullest assistance to inquirers and the most timely possible action on requests for information ("Public Records Procedures").

2.12.020 Access to Public Records

The inspection and copying of District records must be conducted under the supervision of District personnel to protect records. See Resolution 12-8-28A Public Records Procedures. Public Records and Disclosure Procedure P2.12.010
Records Access and Copying

This policy is intended to ensure compliance with the exemptions from disclosure of District records (provided in the Chapter 42.56 RCW - The Public Records Act Open Public Records Act, RCW 42.17.250 through 256), and the legitimate privacy interests of the District personnel and third parties with respect to their records. See Resolution No. 12-8-28A, Public Records Procedures. Public Records and Disclosure Procedures 2.12.010.

Section 2. Effective Date. This Resolution shall be effective on the date of adoption as set forth below.

ADOPTED BY THE BOARD OF COMMISSIONERS of Highline Water District, King County, Washington, at the Workshop Open Public Meeting thereof held on the 28th day of August 2012.

BOARD OF COMMISSIONERS

Vince Koester, President

Daniel Johnson, Secretary

Gerald R. Guite, Commissioner

George Landon, Commissioner

Kathleen Quong-Vermeire, Commissioner
Subject: Resolution authorizing an amendment to Highline Water District Code (HWDC), Chapter 2.12 – Public Records and Disclosure to update the district's public records policies

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Attachments 1. Resolution 12-8-28C

COMMENTS:
The Board of Commissioners (Board) of the Highline Water District (District) desires to update its policies relating to public records by amending Chapter 2.12 of the Highline Water District Code to reflect the update of such policies.