

ORDER NO. 1

This is a formal ORDER issued by the Ellensburg City Council specifying the reasons why it would be unduly burdensome for the City to maintain a current (public records) index; directing that all indexes maintained for internal City use be made available for public inspection and copying; and directing the City Clerk to have this order published in the City's official newspaper.

WHEREAS, the state Public Disclosure Act (chapter 42.17 RCW) requires all cities and other public agencies maintain a "current index" to set out identifying information on those municipal records which are to be made available for public inspection and copying, unless the maintenance of a current index would be unduly burdensome; and

WHEREAS, the City of Ellensburg is a municipal corporation of the state of Washington which provides general municipal and utility services to its residents and others; and

WHEREAS, the Ellensburg City government consists of seven independently-elected councilmembers, many appointed officials, including the city manager, finance director, city clerk, public works director, police chief, and city attorney, eight municipal departments, over 200 full or part-time employees, and sixteen boards and commissions, and operates out of ten separate locations; and

WHEREAS, the magnitude and diversity of City government has resulted in the creation or retention of a multitude of records which would be extremely difficult, time-consuming and costly to index into a single current index; and

WHEREAS, the performance of the City's overall mission does not allow the addition to or the revision or reassignment of current duties of existing personnel so that a current index could be developed and maintained without the addition of staff; and

WHEREAS, neither current nor reasonably-anticipated future City revenues are considered adequate to allow for the addition of new staff members who could be assigned to develop and maintain a current index; and

WHEREAS, the City has a longstanding and recognized policy of assisting people who request public information and of providing public records upon request; Now, Therefore,

The City Council of the City of Ellensburg, after review of statutory requirements and careful consideration of resource limitations, does hereby SPECIFY and ORDER as follows:

1. It would be unduly burdensome and would interfere with City operations for the City of Ellensburg to develop and maintain a current unified index of its public records.

2. Each City department shall make available to the public for inspection and copying all indexes maintained for City use.

3. The City Clerk is directed to have this order published in the official City newspaper.

APPROVED by the City Council of the City of Ellensburg, Washington this 10th day of March, 1995.

Molin Fisher
Mayor

Attest:

Carol M. Keno
City Clerk