

**BEFORE THE BOARD OF COUNTY COMMISSIONERS  
OF LEWIS COUNTY, WASHINGTON**

**RE: Indexing of Public Records**

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**RESOLUTION NO. 15-119**

WHEREAS, RCW 42.56.070(3) obliges offices and departments within county government in the State of Washington to compile, publish, and maintain indices of final opinions, dissenting opinions, statements of policy, administrative staff manuals, instructions to staff, planning policies and goals, factual reports and studies, and certain types of correspondence; and

WHEREAS this obligation is imposed upon Lewis County, and it is imposed as well, individually, upon each of the several offices and department of Lewis County; and

WHEREAS RCW 42.56.070(4) anticipates that the duty imposed by RCW 42.56.070(3) may be unduly burdensome for certain county offices and departments, as well as for other local government agencies; and

WHEREAS in such an event, each such local government agency may be excused from such obligation upon adoption of a formal order specifying the reasons why and the extent to which compliance would be unduly burdensome or interfere with agency operations; however, in such an event such agency then may not rely upon or cite as precedent its said records, unless they are indexed notwithstanding such order; and

WHEREAS each of Lewis County's elected officials has assessed the extent to which the agencies under his or her supervision and control can index the various types of public records in its possession, while continuing to provide essential services to our residents and taxpayers;

NOW THEREFORE BE IT RESOLVED by the Board of County Commissioners, as follows:

Sec. 1. **Assessor's Office:** The Lewis County Assessor has determined that routine compilation, publication, and maintenance of indices to correspondence and materials referred to therein would be unduly burdensome for the Lewis County Assessor's Office because the system of funding local government adopted by the State of Washington does not leave that Office with sufficient staff to compile and maintain such indices, nor does it leave that Office with sufficient funds to publish such indices, without adversely affecting the level of service which the Lewis County Assessor's Office can provide to the residents and taxpayers of Lewis County. Therefore, pursuant to RCW 40.56.070(4)(a), the Lewis County Assessor's Office is hereby relieved of the obligation to compile and maintain indices to correspondence and materials referred to therein.

Sec. 2. **Auditor's Office:** The Lewis County Auditor has determined that routine compilation, publication, and maintenance of indices to –

(a) factual staff reports, factual consultant's reports and studies, scientific reports, and other factual information derived from tests, studies, reports, or surveys, and

(b) correspondence and materials referred to therein

would be unduly burdensome for the Lewis County Auditor's Office because the system of funding local government adopted by the State of Washington does not leave that Office with sufficient staff to compile and maintain such indices, nor does it leave that Office with sufficient funds to publish such indices, without adversely affecting the level of service which the Lewis County Auditor's Office can provide to the residents and taxpayers of Lewis County. Therefore, pursuant to RCW 40.56.070(4)(a), the Lewis County Auditor's Office is hereby relieved of the obligation to compile and maintain indices to –

(a) factual staff reports, factual consultant's reports and studies, scientific reports, and other factual information derived from tests, studies, reports, or surveys, and

(b) correspondence and materials referred to therein.

**Sec. 3. Office of the Board of County Commissioners:** Routine compilation, publication, and maintenance of indices to correspondence and materials referred to therein would be unduly burdensome for the Office of the Lewis County Board of County Commissioners because the system of funding local government adopted by the State of Washington does not leave that Office with sufficient staff to compile and maintain such indices, nor does it leave that Office with sufficient funds to publish such indices, without adversely affecting the level of service which the Lewis County Office of the Board of County Commissioners can provide to the residents and taxpayers of Lewis County. Therefore, pursuant to RCW 40.56.070(4)(a), the Lewis County Office of the Board of County Commissioners is hereby relieved of the obligation to compile and maintain indices to correspondence and materials referred to therein.

**Sec. 4. Budget Department:** Routine compilation, publication, and maintenance of indices to correspondence and materials referred to therein would be unduly burdensome for the Budget Department because the system of funding local government adopted by the State of Washington does not leave that Department with sufficient staff to compile and maintain such indices, nor does it leave that Department with sufficient funds to publish such indices, without adversely affecting the level of service which the Lewis County Budget Department can provide to the residents and taxpayers of Lewis County. Therefore, pursuant to RCW 40.56.070(4)(a), the Lewis County Budget Department is hereby relieved of the obligation to compile and maintain indices to correspondence and materials referred to therein.

**Sec. 5. Central Services Department:** Routine compilation, publication, and maintenance of indices to –

(a) factual staff reports, factual consultant's reports and studies, scientific reports, and other factual information derived from tests, studies, reports, or surveys, and

(b) correspondence and materials referred to therein

would be unduly burdensome for the Lewis County Central Services Department because the system of funding local government adopted by the State of Washington does not leave that Office with sufficient staff to compile and maintain such indices, nor does it leave that Office

with sufficient funds to publish such indices, without adversely affecting the level of service which the Lewis County Central Services Department can provide to the residents and taxpayers of Lewis County. Therefore, pursuant to RCW 40.56.070(4)(a), the Lewis County Central Services Department is hereby relieved of the obligation to compile and maintain indices to –

(a) factual staff reports, factual consultant's reports and studies, scientific reports, and other factual information derived from tests, studies, reports, or surveys, and

(b) correspondence and materials referred to therein.

The Central Services Department includes the following constituent units: 911 Communications, Facilities, IT Services, and the Southwest Washington Fair.

**Sec. 6. County Clerk's Office:** The Lewis County Clerk has determined that routine compilation, publication, and maintenance of indices to correspondence and materials referred to therein would be unduly burdensome for the Lewis County Clerk's Office because the system of funding local government adopted by the State of Washington does not leave that Office with sufficient staff to compile and maintain such indices, nor does it leave that Office with sufficient funds to publish such indices, without adversely affecting the level of service which the Lewis County Clerk's Office can provide to the residents and taxpayers of Lewis County. Therefore, pursuant to RCW 40.56.070(4)(a), the Lewis County Clerk's Office is hereby relieved of the obligation to compile and maintain indices to correspondence and materials referred to therein.

**Sec. 7. Community Development Department:** Routine compilation, publication, and maintenance of indices to –

(a) final opinions and orders, other than:

(i) Planning Commission actions, and

(ii) those not processed through the Department's Permit Center;

(b) staff manuals and instructions;

(c) factual staff reports, factual consultant's reports and studies, and any other factual information derived from tests, studies, reports, or surveys, other than those contained in documents processed through the Department's Permit Center; and

(d) correspondence

would be unduly burdensome for the Lewis County Community Development Department because the system of funding local government adopted by the State of Washington does not leave that Office with sufficient staff to compile and maintain such indices, nor does it leave that Office with sufficient funds to publish such indices, without adversely affecting the level of service which the Lewis County Community Development Department can provide to the residents and taxpayers of Lewis County. Therefore, pursuant to RCW 40.56.070(4)(a), the Lewis County Community Development Department is hereby relieved of the obligation to compile and maintain indices to –

- (a) final opinions and orders, other than:
  - (i) Planning Commission actions, and
  - (ii) those not processed through the Department's Permit Center;
- (b) staff manuals and instructions;
- (c) factual staff reports, factual consultant's reports and studies, and any other factual information derived from tests, studies, reports, or surveys, other than those contained in documents processed through the Department's Permit Center; and
- (d) correspondence.

**Sec. 8. Coroner's Office:** The Lewis County Coroner has determined that routine compilation, publication, and maintenance of indices to correspondence and materials referred to therein would be unduly burdensome for the Lewis County Coroner's Office because the system of funding local government adopted by the State of Washington does not leave that Office with sufficient staff to compile and maintain such indices, nor does it leave that Office with sufficient funds to publish such indices, without adversely affecting the level of service which the Lewis County Coroner's Office can provide to the residents and taxpayers of Lewis County. Therefore, pursuant to RCW 40.56.070(4)(a), the Lewis County Coroner's Office is hereby relieved of the obligation to compile and maintain indices to correspondence and materials referred to therein.

**Sec. 9. Emergency Management Department:** Routine compilation, publication, and maintenance of indices to –

- (a) administrative staff manuals and instructions to staff;
- (b) factual staff studies, factual consultants reports and studies, scientific reports and studies, and other factual information derived from tests, studies, reports, or surveys; and
- (c) correspondence and materials referred to therein;

would be unduly burdensome for the Lewis County Emergency Management Department because the system of funding local government adopted by the State of Washington does not leave that Office with sufficient staff to compile and maintain such indices, nor does it leave that Office with sufficient funds to publish such indices, without adversely affecting the level of service which the Lewis County Emergency Management Department can provide to the residents and taxpayers of Lewis County. Therefore, pursuant to RCW 40.56.070(4)(a), the Lewis County Emergency Management Department is hereby relieved of the obligation to compile and maintain indices to –

- (a) administrative staff manuals and instructions to staff;
- (b) factual staff studies, factual consultants reports and studies, scientific reports and studies, and other factual information derived from tests, studies, reports, or surveys; and

(c) correspondence and materials referred to therein.

**Sec. 10. Fiscal Services Office:** Routine compilation, publication, and maintenance of indices to correspondence and materials referred to therein would be unduly burdensome for the Lewis County Fiscal Services Office because the system of funding local government adopted by the State of Washington does not leave that Office with sufficient staff to compile and maintain such indices, nor does it leave that Office with sufficient funds to publish such indices, without adversely affecting the level of service which the Lewis County Fiscal Services Office can provide to the residents and taxpayers of Lewis County. Therefore, pursuant to RCW 40.56.070(4)(a), the Lewis County Fiscal Services Office is hereby relieved of the obligation to compile and maintain indices to correspondence and materials referred to therein.

**Sec. 11. Public Health and Social Services Department:** Routine compilation, publication, and maintenance of indices to

(a) correspondence and materials referred to therein, and

(b) personally identifiable information pertaining to the rendering of health care and social services

would be unduly burdensome for the Lewis County Public Health and Social Services Department because the system of funding local government adopted by the State of Washington does not leave that Office with sufficient staff to compile and maintain such indices, nor does it leave that Office with sufficient funds to publish such indices, without adversely affecting the level of service which the Lewis County Public Health and Social Services Department can provide to the residents and taxpayers of Lewis County. Therefore, pursuant to RCW 40.56.070(4)(a), the Lewis County Public Health and Social Services Department is hereby relieved of the obligation to compile and maintain indices to:

(a) correspondence and materials referred to therein, and

(b) personally identifiable information pertaining to the rendering of health care and social services.

**Sec. 12. Human Resources Office:** Routine compilation, publication, and maintenance of indices to –

(a) factual staff studies, factual consultants reports and studies, scientific reports and studies, and other factual information derived from tests, studies, reports, or surveys; and

(b) correspondence and materials referred to therein;

would be unduly burdensome for the Lewis County Human Resources Office because the system of funding local government adopted by the State of Washington does not leave that Office with sufficient staff to compile and maintain such indices, nor does it leave that Office with sufficient funds to publish such indices, without adversely affecting the level of service which the Lewis County Human Resources Office can provide to the residents and taxpayers of

Lewis County. Therefore, pursuant to RCW 40.56.070(4)(a), the Lewis County Human Resources Office is hereby relieved of the obligation to compile and maintain indices to –

(a) factual staff studies, factual consultants reports and studies, scientific reports and studies, and other factual information derived from tests, studies, reports, or surveys; and

(b) correspondence and materials referred to therein.

**Sec. 13. Prosecuting Attorney's Office:** The Lewis County Prosecuting Attorney has determined that routine compilation, publication, and maintenance of indices to correspondence and materials related thereto would be unduly burdensome for the Lewis County Prosecuting Attorney's Office because the system of funding local government adopted by the State of Washington does not leave that Office with sufficient staff to compile and maintain such indices, nor does it leave that Office with sufficient funds to publish such indices, without adversely affecting the level of service which the Lewis County Prosecuting Attorney's Office can provide to the residents and taxpayers of Lewis County. Therefore, pursuant to RCW 40.56.070(4)(a), the Lewis County Prosecuting Attorney's Office is hereby relieved of the obligation to compile and maintain indices to correspondence and materials related thereto.

**Sec. 14. Public Works Department:** Routine compilation, publication, and maintenance of indices to –

(a) factual staff reports and studies, factual consultants reports and studies, scientific reports and studies, and other factual information derived from tests, studies, reports, or surveys, whether conducted by public employees or others;

(b) correspondence and materials referred to therein, by and with the agency relating to any regulatory, supervisory, or enforcement responsibilities of the agency, whereby the agency determines, or opines upon, or is asked to determine or opine upon, the rights of the state, the public, a subdivision of state government, or of any private party; and

(c) administrative staff manuals and instructions to staff that affect a member of the public

would be unduly burdensome for the Lewis County Public Works Department because the system of funding local government adopted by the State of Washington does not leave that Office with sufficient staff to compile and maintain such indices, nor does it leave that Office with sufficient funds to publish such indices, without adversely affecting the level of service which the Lewis County Public Works Department can provide to the residents and taxpayers of Lewis County. Therefore, pursuant to RCW 40.56.070(4)(a), the Lewis County Public Works Department is hereby relieved of the obligation to compile and maintain indices to –

(a) factual staff reports and studies, factual consultants reports and studies, scientific reports and studies, and other factual information derived from tests, studies, reports, or surveys, whether conducted by public employees or others;

(b) correspondence and materials referred to therein, by and with the agency relating to any regulatory, supervisory, or enforcement responsibilities of the agency, whereby the

agency determines, or opines upon, or is asked to determine or opine upon, the rights of the state, the public, a subdivision of state government, or of any private party; and

(c) administrative staff manuals and instructions to staff that affect a member of the public.

The Public Works Department includes the following constituent units: Road Maintenance, ER&R, Traffic Services, Utility Services, Engineering Services, Property Management, Survey, GIS, Solid Waste, and Administrative Services.

**Sec. 15. Risk Management Office:** Routine compilation, publication, and maintenance of indices to correspondence and materials referred to therein would be unduly burdensome for the Lewis County Risk Management Office because the system of funding local government adopted by the State of Washington does not leave that Office with sufficient staff to compile and maintain such indices, nor does it leave that Office with sufficient funds to publish such indices, without adversely affecting the level of service which the Lewis Risk Management Office can provide to the residents and taxpayers of Lewis County. Therefore, pursuant to RCW 40.56.070(4)(a), the Lewis County Risk Management Office is hereby relieved of the obligation to compile and maintain indices to: correspondence and materials referred to therein.

**Sec. 16. Sheriff's Office:** The Lewis County Sheriff has determined that routine compilation, publication, and maintenance of indices to –

(a) administrative staff manuals and instructions to staff;

(b) factual staff studies, factual consultants reports and studies, scientific reports and studies, and other factual information derived from tests, studies, reports, or surveys; and

(c) correspondence and materials referred to therein;

would be unduly burdensome for the Lewis County Sheriff's Office because the system of funding local government adopted by the State of Washington does not leave that Office with sufficient staff to compile and maintain such indices, nor does it leave that Office with sufficient funds to publish such indices, without adversely affecting the level of service which the Lewis Sheriff's Office can provide to the residents and taxpayers of Lewis County. Therefore, pursuant to RCW 40.56.070(4)(a), the Lewis County Sheriff's Office is hereby relieved of the obligation to compile and maintain indices to –

(a) administrative staff manuals and instructions to staff;

(b) factual staff studies, factual consultants reports and studies, scientific reports and studies, and other factual information derived from tests, studies, reports, or surveys; and

(c) correspondence and materials referred to therein.

**Sec. 17. Treasurer's Office:** The Lewis County Treasurer has determined that routine compilation, publication, and maintenance of indices to –

(a) those historic factual staff reports and studies, historic factual consultant's reports, and other factual information derived from historic studies, reports, or surveys which are maintained only in paper form; and

(b) correspondence and materials referred to therein;

would be unduly burdensome for the Lewis County Treasurer's Office because the system of funding local government adopted by the State of Washington does not leave that Office with sufficient staff to compile and maintain such indices, nor does it leave that Office with sufficient funds to publish such indices, without adversely affecting the level of service which the Lewis County Treasurer's Office can provide to the residents and taxpayers of Lewis County. Therefore, pursuant to RCW 40.56.070(4)(a), the Lewis County Treasurer's Office is hereby relieved of the obligation to compile and maintain indices to –

(a) those historic factual staff reports and studies, historic factual consultant's reports, and other factual information derived from historic studies, reports, or surveys which are maintained only in paper form; and

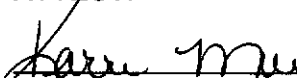
(b) correspondence and materials referred to therein.

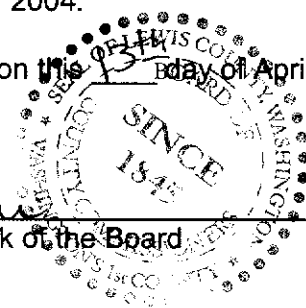
**Sec. 18. Saving provision.** Notwithstanding the foregoing sections 1 through 17, in those instances in which any of the foregoing Offices or Departments determines that compilation of any indices is cost-effective and in the public interest, such Office or Department of Lewis County may compile, publish, and/or maintain such indices, provided it makes all such indices available to the public as required by the Public Records Act of the State of Washington.

**Sec. 19. Consequential repeal.** This Resolution supersedes and replaces Resolution 04-056 of February 9, 2004.

Passed in open session this 13<sup>th</sup> day of April, 2015.

ATTEST:

  
Karri Muir, CMC, Clerk of the Board



BOARD OF COUNTY COMMISSIONERS  
LEWIS COUNTY, WASHINGTON

  
Edna J. Fund, Chairman

  
P.W. Schulte, Vice-Chair

APPROVED AS TO FORM:  
JONATHAN MEYER, Prosecuting Attorney

  
Gary Stampler, Commissioner

By:   
J. David Fine, Senior Civil Deputy



## **Executive Summary**

**BOCC Meeting Date:**

2015-04-13

**Contact:**

David Fine

**Department:**

Board of County Commissioners

**Wording**

Indexing of Public Records

**Description**

This resolution will repeal and update Resolution 04-056 regarding the indexing of public records.

**Recommendation**

**Other**

## BOCC AGENDA ITEM SUMMARY

Resolution #: 15- 119

BOCC Meeting Date: Apr 13, 2015

Suggested Wording for Agenda Item:

Agenda Type: Consent

Indexing of Public Records

### Brief Reason for BOCC Action:

This resolution will repeal and update Resolution 04-056 regarding the indexing of public records.

Submitted By: Muir, Karri

Phone: x 1419

Date Submitted: Mar 27, 2015

Contact Person Who Will Attend BOCC Meeting: David Fine

Action Needed: Approve Resolution

### Publication Requirements:

Hearing Date:

Publications:

Publication Dates:

### Cover Letter To

ESC

David Fine

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