

LAKWOOD WATER DISTRICT
RESOLUTION NO: B-1211.

A RESOLUTION ADOPTING POLICIES AND PROCEDURES RELATING TO THE INSPECTION AND COPYING OF PUBLIC RECORDS OF LAKEWOOD WATER DISTRICT (HEREINAFTER THE "DISTRICT").

WHEREAS, the Commissioners of the District have determined that it would be in the best interests of the District, its employees and its customers to adopt formal policies and procedures relating to the inspection and copying of public records; and

WHEREAS, Initiative 276, as codified in RCW Chapter 42.17, establishes state policy with regard to public records;

NOW THEREFORE, IT IS HEREBY RESOLVED:

Section 1: Policy. It shall be the policy of the District to follow the requirements of RCW 42.17.250 et seq., the Open Public Records Act. These procedures are established to provide a uniform system for all District employees to follow when requested to provide access to public records for inspection and/or copying. All employees are required to follow these procedures and to demand full compliance with them by others.

Section 2: State Statute Incorporated. The provisions of RCW 42.17.250 through 42.17.340 are adopted and incorporated in this chapter by reference and shall govern the disclosure of public records by the District.

Section 3: Office Hours. Public records shall be available for inspection and/or copying during customary office hours of the District. For purposes of this chapter, the customary office hours of the District shall be from 8:30 a.m. to Noon and from 1:00 p.m. to 4:30 p.m., Monday through Friday, excluding legal holidays.

Section 4: Requests for Public Records. In accordance with the requirements of state law, public records of the District may be inspected and/or copied, for the benefit of members of the public, upon compliance with the following procedures, and giving appropriate consideration to the prevention of unreasonable invasions of privacy, and the protection of public records from damage or disorganization, and the prevention of excessive interference with essential functions of the District. The procedure that shall be followed will include the completion of a standard form request, which is attached to this Resolution and incorporated herein by reference. The form shall be presented to a District employee as designated by the Manager to receive such requests at the administrative office of the District during customary office hours.

Section 5: Procedure for Providing Copies. Requests for copies of public records, when received at the District, shall be recorded in sequence. Records will be provided at a time determined to be reasonable by the District, but in no event shall records be provided later than 48 hours following the request. Fees for searching records shall be levied only when the person making the request cannot clearly identify the document or record requested.

Section 6: Copying Charges. There shall be no copying charge for a customer requesting records pertaining to their own account. There shall be no charge for copying 10 or fewer pages of records with regard to any one request. Otherwise, the District shall charge 15¢ per page of copied records, but this charge is subject to adjustment by an amendment to this Resolution.

Section 7: Disposition of Funds. A receipt shall be given for all monies received, by check or cash, for copies provided. The duplicate receipt shall be retained at the District. All monies collected for such copies shall be strictly controlled, reported, and paid over to the treasurer responsible for managing District funds.

Section 8: Access to Public Records. The providing of public records for inspection and copying shall be strictly governed by the following procedures. Only designated employees in the office of the District shall be responsible for receiving such requests for public records. Only such designated employees shall be responsible for copying requested records, or supervising the inspection by the member of the public of the records requested. Public records shall be made available for inspection and copying but without disruption of essential functions of the District office. Any District employee who believes that essential functions will be or are being disrupted by such a request shall consult with the District Manager. A complete log or index of records produced for inspection and/or copying shall be maintained by designated District employee, as a permanent record of the District. This log or index shall indicate the date of the public inspection and/or copying, the name of the person requesting the records, and a brief description of the nature of the records requested, and how many pages are inspected or produced for copying.

Section 9: Protection of Public Records. The District public records consist mainly of operational files that are subject to high usage. The records should be protected from damage, disappearance, disorganization or disruption by all employees. Public records may only be inspected in the District office in which they are filed and maintained, and inspection shall be done only in the presence of the designated District employee. If records requested for inspection are voluminous, prior arrangements should be made for a convenient time for the District employee to assist and supervise the inspection so that essential functions of the office are not disrupted. Under no circumstance will a record be removed from a file except by a District employee. Thereafter, records produced for inspection and/or copying will be returned to the appropriate file. If an individual inspecting records is inspecting the records in such a manner as to damage, alter or substantially disorganize the records, inspection shall forthwith be denied. If an individual inspecting records attempts to remove them from the prescribed location or is excessively interfering or will unduly interfere with essential functions of the District, inspection shall forthwith be denied.

Section 10: Review of Denials. Upon any denial of a request for a public record, or portion thereof, the employee who denied the record shall promptly notify the District's Manager, who shall refer the request and denial to the District's attorney. The District's attorney shall then consider the matter and make a recommendation to affirm or reverse the denial of the public record request. In any case, the request shall be returned with a final decision by the District Manager within two business days following the original denial of the request.

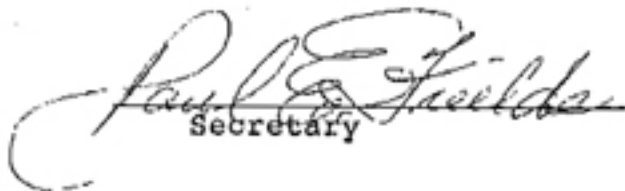
Section 11: Misuse of Public Records - Penalty. Every person who shall unlawfully remove, alter, mutilate, destroy, disorganize, conceal erase, obliterate, or falsify any public record of the District shall be reported to the Pierce County Sheriff and/or Prosecuting Attorney. Furthermore, any employee who shall commit any of the aforesaid acts shall be subject to discipline. Moreover, any employee who violates any provision of this Resolution shall be subject to discipline.

Adopted this 17th day of May, 1993.

LAKWOOD WATER DISTRICT
BOARD OF COMMISSIONERS.


President

ATTEST:


Secretary