

*Ron Onslow, Mayor
Lee Wells, Council member
David Taylor, Council member
Darren Wertz, Council member
Don Stose, Council member*

EXECUTIVE ORDER

Date: April 26, 2011

From: Justin Clary, City Manager

Re: Undue Burden to Maintain a Comprehensive Index of Public Records

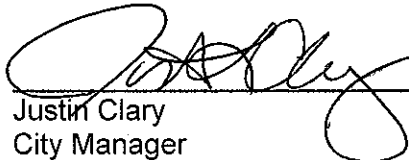
BY ORDER OF THE CITY MANAGER OF THE CITY OF RIDGEFIELD:

Pursuant to the provisions of the Revised Code of Washington (RCW) 42.56.070(4), as it now exists or may hereafter be amended, the City Manager of the City of Ridgefield, Washington, orders that the City shall not maintain an index of records as directed in RCW 42.56.070 (3). This order is made for the following reasons:

(1) The City business is not limited to a single function. Its departments are indicative of the breadth of the City's official business. The departments include Executive, Administrative Services, Finance, Human Resources, Information Services, Planning and Community Development, Public Works and Public Safety.

(2) The records to be indexed are varied and maintained by individual departments at different worksites within the City. To inventory, categorize and maintain a central index of each of the records identified in RCW 42.56.070 (3) would require the addition of staff and storage resources, creating an additional taxpayer expense. Indexing each document at the department level would place an undue burden on administrative staff and reduce the efficiency with which the public's business is conducted.

(3) The City has a Public Records Disclosure Policy through which all existing records and indexes are available for public inspection and copying.


Justin Clary
City Manager