

RESOLUTION NO. 2009-01

A RESOLUTION OF THE TOWN OF GARFIELD, WASHINGTON, designating a Public Records Officer for the Town of Garfield, determining availability, and setting copying charges.

WHEREAS, RCW 42.56 requires local governments to designate an individual(s) as public records officer(s) for purpose of receiving and responding to requests for disclosure of public records; and

WHEREAS, the Town Council for the Town of Garfield believes it is in the best interest of the Town of Garfield to assist the public in exercising their rights under the Public Disclosure Act, Chapter 42.56 RCW;

NOW, THEREFORE, THE TOWN COUNCIL OF TOWN OF GARFIELD, WASHINGTON, HEREBY RESOLVES AS FOLLOWS:

Section 1. Public Records Officer Designated: The Clerk-Treasurer for the Town of Garfield is designated as the public records officer for the Town of Garfield, or in his or her absence, an alternate as designated by the Mayor.

Section 2. Availability of Records: The Town shall make available for inspection and copying at Town Hall during customary office hours all public records, except those records specifically exempted in RCW Chapter 42.56, which exemption(s) if claimed shall be subject to the following review process:

- A. The decision shall be reviewed by the Mayor who may confer with the Town Attorney and will promptly notify the requesting party of the reason for deleting some or all of the documents requested.

Section 3. Copying Charges: Copying charges shall be fifteen cents for each 8-1/2 x 11 or 8-1/2 x 14 page. Copying charges for larger documents, color documents or documents which are not reproducible on the Town's copy machine shall be based on the Town's actual cost of reproduction. Copies shall be paid for at the time the copies are received, or in advance, if requested by mail.

PASSED BY THE TOWN COUNCIL OF THE TOWN OF GARFIELD, WASHINGTON, at its regular meeting this 28th day of January, 2009.

COUNCIL MEMBERS:

APPROVED:

Jarrod Pfaff, Mayor

ATTEST:

Annie Pillers, Clerk-Treasurer