

**PORT OF ALLYN
Allyn, Washington
RESOLUTION NO. 430**

A Resolution of the Board of Commissioners of the Port of Allyn
regarding Compliance with the Public Records Act, chapter 42.56
RCW and Adoption of Public Records Act Policy

WHEREAS, it is the policy of the Port of Allyn ("Port") to provide full access to public records as required by the Public Records Act, Chapter 42.56 RCW, subject to exemptions as authorized by law;

WHEREAS, the Port is a small public agency with limited staffing and limited resources;

WHEREAS, the Public Records Act, at RCW 42.56.070, requires agencies to maintain an index of certain agency records, unless the agency issues a formal order specifying the reasons why and the extent to which making such an index would be unduly burdensome or interfere with agency operations;

WHEREAS, the Board of Commissioners of the Port find it would be unduly burdensome to index all Port records, given the range of Port activities and records, limited staff availability, and the time necessary to both develop and maintain such an index;

WHEREAS, the Public Records Act, at RCW 42.56.120, permits agencies to charge actual costs for copies of records, unless by rule or regulation it declares the reasons doing so would be unduly burdensome;

WHEREAS, the Port does not have the resources to conduct a study to determine actual copying costs for all of its records; to conduct such a study would interfere with other essential Port functions; and, through the legislative process, the public and requesters have commented on and been informed of authorized fees and costs provided in the Public Records Act, including RCW 42.56.120 and other laws; and

WHEREAS, the Public Records Act, at RCW 42.56.040(1), provides that public agencies shall display and make available for public inspection procedures relating to the Public Records Act, and the Port desires to adopt a policy to provide full access to public records, describe the Port's organization, and ensure that the Port complies with the PRA.

BE IT RESOLVED BY the Board of Commissioners of the Port of Allyn that:

Section 1. Adoption of Public Records Act policy. The Board hereby adopts the Public Records Policy attached as Exhibit A.

Section 2. Findings and Determinations under RCW 42.56.070.

The Board finds and determines that maintaining an index under RCW 42.56.070 would be unduly burdensome and interfere with agency operations, for the reasons set out above. The agency will make available for public inspection and copying any indexes for agency use if it creates any in the future.

Section 3. Findings and Determinations under RCW 42.56.120.

The Board finds and determines that calculating the actual cost of providing public records would be unduly burdensome, for the reasons set out above. Accordingly, the Port adopts the state legislature's approved fees and costs for most records, as set out in the Port's Public Records Policy.

Section 4. Effective Date. This resolution is effective immediately upon its adoption.

ADOPTED and APPROVED by the Board of Commissioners of the Port of Allyn at an open public meeting on December 6, 2021.

The following commissioners were present and voted in favor of the resolution:

Judy Scott, Commission Chair

Ted Jackson, Vice Chair

John A. Sheridan, Commissioner