

## **RESOLUTION R-2**

A RESOLUTION OF THE GOVERNING BOARD OF NORCOM RELATING  
TO COMPLIANCE WITH THE PUBLIC RECORDS ACT, SPECIFICALLY, ADOPTING PUBLIC  
RECORDS ACT RULES, ISSUING A FORMAL ORDER THAT MAINTAINING AN INDEX WOULD BE  
UNDULY BURDENSOME, ORDERING PUBLICATION OF THIS RESOLUTION AND THE PUBLIC  
RECORDS ACT RULES AND APPOINTING THE SECRETARY AS THE PUBLIC RECORDS OFFICER

**WHEREAS**, RCW Sections 42.56.040, 42.56.070 and 42.56.100 of the Public Records Act ("the Act") collectively require that state and local agencies provide, publish and prominently display certain information, exemptions and rules governing disclosure of public records; and

**WHEREAS**, NORCOM is a local agency as defined in the Act and must therefore comply with its provisions; and

**WHEREAS**, the attached Public Records Act Rules ("the Rules") fulfill one of these requirements and were developed using the Attorney General's Office advisory Model Rules for disclosure of public records; and

**WHEREAS**, RCW 42.56.070(3) requires an agency to maintain an index of records therein described unless the local agency determines that it would be unduly burdensome to do so and in that event it must issue and publish a formal order specifying why it would be unduly burdensome; and

**WHEREAS**, RCW 42.56.580 requires that each agency appoint and publicly identify a Public Records Officer and provide contact information for that Officer,

**NOW, THEREFORE**, be it resolved by the NORCOM Governing Board as follows:

Section 1. The attached Rules are adopted as the rules NORCOM will follow in handling public records requests and the Executive Director is hereby authorized to amend the Rules as necessary to remain in compliance with evolving law governing the handling of public records requests and to update the Rules as facts may require.

Section 2. NORCOM is comprised of fourteen principals, serving over 500,000 citizens, which maintain separate databases and/or record keeping systems for the indexing of records and information. Because these records are diverse, complex and stored in multiple locations and in multiple computer systems and databases, it is unduly burdensome to maintain a central index of these records. Therefore, the Governing Board finds that maintaining the index required by RCW 42.56.070(3) would be unduly burdensome for these reasons and hereby formally orders that such an index does not have to be maintained as allowed under RCW 42.56.070(4) so long as all

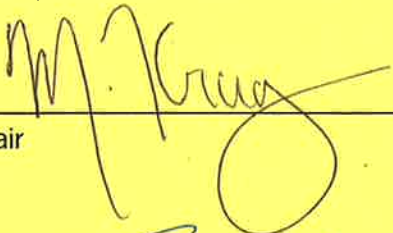
other NORCOM indexes are available for public inspection and copying in conformity with applicable law.

Section 3. The Secretary is appointed as NORCOM's Public Records Officer and the contact information is provided in the attached Rules.

Section 4. The Secretary is directed to post and maintain the Rules on NORCOM's website and otherwise post, prominently display or publish the Rules as required by law and make the Rules available for inspection and copying at NORCOM's central office.

Passed by majority vote of the Governing Board in open meeting this 14<sup>th</sup> day of March, 2008.

Signed in authentication thereof this 14th day of  
March, 2008.

 3/14/2008  
\_\_\_\_\_  
Chair

Attest:   
\_\_\_\_\_  
Secretary