

RESOLUTION #16-05

A RESOLUTION OF THE BLACK LAKE SPECIAL DISTRICT GOVERNING BOARD CONCERNING THE PUBLIC RECORDS ACT

WHEREAS, RCW 42.56, the Public Records Act, provides the public with full access to information concerning the conduct of the Black Lake Special District while being mindful of privacy rights of individuals and the desirability of the efficient operation of the district; and

WHEREAS, RCW 42.56.040 requires local agencies to publish procedures; and

WHEREAS, RCW 42.56.070, (2) and (3) requires agencies to maintain an index of specific records and make such index available to the public; and

WHEREAS, RCW 42.56.070, (8), provides an agency need not calculate the actual per page cost for photocopying but may not charge in excess of fifteen cents per page for photocopies and the actual postage or delivery charge and the cost of any container or envelope used to mail the public records; and

WHEREAS, RCW 42.56.580 requires local agencies to appoint a public records officer to whom the public may address requests and who will oversee compliance with RCW 42.56.

NOW THEREFORE, THE BLACK LAKE SPECIAL DISTRICT DOES HEREBY RESOLVE:

Section 1. Requests for public records shall be made in writing and include the following information:

- a) Name and address of requester; and
- b) Date of request; and
- c) Other contact information, including telephone number and email address; and
- d) A detailed description of the public record being requested; and
- e) Whether the requester wants copies, or wants to inspect the requested public records.

Requests may be mailed to the Black Lake Special District or emailed to info@blacklakespecialdistrict.org.

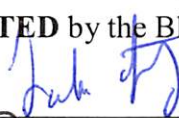
Section 2. To the greatest extent practicable, public records will be indexed and maintained at www.Blacklakespecialdistrict.org.

Section 3. The Black Lake Special District will charge the following for public records:

- a) Fifteen cents (\$0.15) per page for standard (8.5 x 11"), black and white copies; and
- b) Ten cents (\$0.10) per page for scanned documents; and
- c) Actual postage and shipping costs, including the cost of required containers; and
- d) Actual staff time for custom electronic records; and
- e) No fee for inspecting public records; and
- f) No fee for locating public records and making them available for copying.

Section 4. The chair of the district governing board shall act as the public records officer and ensure compliance with RCW 42.56.

ADOPTED by the Black Lake Special District Governance Board this 2nd day of May, 2016.



Member



Member



Member

ATTEST:



Craig Ottavelli