

**RESOLUTION #16-06**

**A RESOLUTION OF THE BLACK LAKE SPECIAL DISTRICT GOVERNING BOARD CONCERNING PUBLIC RECORDS RETENTION AND DESTRUCTION**

**WHEREAS**, RCW 42.14 defines public records and provides for a minimum retention of six years for most records; and

**WHEREAS**, RCW 42.14 requires every agency which may be abolished to transfer valuable historical documents to the state archives.

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

Section 1. Public records shall include:

- a) Board minutes and resolutions; and
- b) Vouchers, receipts, bonds; and
- c) Claims filed; and
- d) Contracts; and
- e) Correspondence with vendors, constituents and other agencies; and
- f) Data files and spreadsheets supporting special assessments.

Section 2. Board minutes, resolutions and technical studies shall be retained permanently.

Section 3. All other records shall be retained for a minimum of six years.

Section 4. No records will be destroyed if there is an open public records request or there is impending action by a court or outside agency.

Section 5. In the event the special district is abolished, all records will be transferred to the state archives before the termination date.

**ADOPTED** by the Black Lake Special District Governance Board this 2<sup>nd</sup> day of May, 2016.

Member

Member

Member

ATTEST:

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Craig Ottavelli