RESOLUTION NO. 26-290
CITY OF LIBERTY LAKE
SPOKANE COUNTY, WASHINGTON

A RESOLUTION OF THE CITY OF LIBERTY LAKE, WASHINGTON, RELATING TO THE MAINTAINING OF AN INDEX OF PUBLIC RECORDS

WHEREAS, the Public Records Act ("PRA"), Chapter 42.56 of the Revised Code of Washington ("RCW") requires the City of Liberty Lake ("City") to make nonexempt public records available for inspection and copying; and

WHEREAS, RCW 42.56.040 requires the City to establish and display rules to facilitate disclosure of public records; and

WHEREAS, currently, the City's public records policy and procedures are codified in Title 1, Chapter 8 of the Liberty Lake Municipal Code ("LLMC"); and

WHEREAS, the PRA requires all cities and public agencies to maintain and make available a current index of public records; and

WHEREAS, RCW 42.56.070(4) provides that an agency need not maintain such an index if to do so would be unduly burdensome, but it must issue and publish an order specifying the reasons why and the extent to which compliance would be unduly burdensome or would interfere with agency operations; and

WHEREAS, the City is comprised of a number of departments and divisions, which maintain separate records and/or systems for the indexing of records and information; and

WHEREAS, providing copies of public records and the search thereof of such records is a growing expense for taxpayers; and

WHEREAS, the City Council held a workshop during its regular City Council meeting on August 18, 2026, to discuss public records and the maintaining of an index of records; and

WHEREAS, the City Council desires to declare that maintaining a public records index would be unduly burdensome to the City and staff.

NOW THEREFORE, BE IT HEREBY RESOLVED BY THE CITY COUNCIL OF THE CITY OF LIBERTY LAKE, WASHINGTON AS FOLLOWS:

Section 1. Adoption. Pursuant to RCW 42.56.070(4) and that set forth herein, the City finds that maintaining a public records index is unduly burdensome, costly, and would interfere with agency operations due to the number and complexity of records generated as a result of the wide range of City activities and departments.

Section 2. Authority. In conjunction with LLMC, Chapter 8, the City's Public Records Officer is hereby authorized to utilize this Resolution in the maintaining of the City's public records and any requests made thereof.

Section 3. Effective Date. This Resolution shall be effective immediately upon its passage by the Liberty Lake City Council.

PASSED by the City Council this 18 day of September, 2026.

Cris Kaminskas

Cris Kaminskas, Mayor

ATTEST:

Rochelle Caton

City Clerk, Rochelle Caton

APPROVED AS TO FORM:

City Attorney, Sean P. Boutz