

# Request Adoption of Resolution 2019-06-PT Appointing a new Public Records Officer and Addressing Public Index

Presenter: Carolyn Lake,  
Port General Counsel



## Action Requested:



Request the Port of Tacoma Commission approve Resolution 2019-06-PT

- appoints Erin Galeno, Chief Financial and Administrative Officer and her designees, as the new Port of Tacoma Public Records Officer and
- determines the Port is not required to maintain an Index as is allowed per RCW 42.56.070.

## Action Requested:



The Port is required to appoint and publicly identify a public records officer. RCW 42.56.580.

### The Public Records Officer:

- Serves as a point of contact for members of the public in requesting disclosure of public records and
- Oversees the Port's compliance with the state law records disclosure requirements

- The Port’s current Public Records Officer is Debbie Givens, Director, Systems and Business processes, Information Technology.
- Ms. Givens is retiring, creating the need to appoint a new Public Records Officer.
- By adopting this Resolution the Commission designates Erin Galeno, Chief Financial and Administrative Officer and her designees, as the Port’s Public Records Officer.

Staff is also requesting that the Commission determine that maintaining an Index of all records produced by the Port would be unduly burdensome, and

The Port is not required to maintain an Index as is allowed per RCW 42.56.070.

The Northwest Seaport Alliance took similar action when it was created in 2015.

## Action Requested:



Request the Port of Tacoma Commission approve Resolution 2019-06-PT to

- Appoint Erin Galeno, Chief Financial and Administrative Officer and her designees, as the new Port of Tacoma Public Records Officer and
- Determine the Port is not required to maintain an Index as is allowed per RCW 42.56.070.