

## Resolution 2019-06-PT



### A RESOLUTION OF THE PORT OF TACOMA COMMISSION APPOINTING A NEW PUBLIC RECORDS OFFICER AND ADDRESSING THE NEED TO MAINTAIN A PUBLIC INDEX

**WHEREAS**, RCW 42.56.580 requires that “(1) Each state and local agency shall appoint and publicly identify a public records officer whose responsibility is to serve as a point of contact for members of the public in requesting disclosure of public records and to oversee the agency's compliance with the public records disclosure requirements of this chapter”;

**WHEREAS**, the Port of Tacoma's current Public Records Officer Debbie Givens, Director, Systems and Business Processes, Information Technology, is retiring, prompting the need for appointing a replacement;

**WHEREAS**, RCW 42.56.070(3) provides that each local agency shall maintain and make available for public inspection and copying a current index providing identifying information as to the following records issued, adopted, or promulgated after January 1, 1973:

- (a) Final opinions, including concurring and dissenting opinions, as well as orders, made in the adjudication of cases;
- (b) Those statements of policy and interpretations of policy, statute, and the Constitution which have been adopted by the agency;
- (c) Administrative staff manuals and instructions to staff that affect a member of the public;
- (d) Planning policies and goals, and interim and final planning decisions;
- (e) Factual staff reports and studies, factual consultant's reports and studies, scientific reports and studies, and any other factual information derived from tests, studies, reports, or surveys, whether conducted by public employees or others; and
- (f) Correspondence, and materials referred to therein, by and with the agency relating to any regulatory, supervisory, or enforcement responsibilities of the agency, whereby the agency determines, or opines upon, or is asked to determine or opine upon, the rights of the state, the public, a subdivision of state government, or of any private party.

**WHEREAS**, RCW 42.56.070 also provides that a local agency need not maintain such an index, if to do so would be unduly burdensome.

**WHEREAS**, the Port of Tacoma finds that maintaining such an index would unduly burden or interfere with agency operations, based on the number of records which are subject to the Indexing requirement in proportion to the size and number of Port staff members.

**NOW, THEREFORE, BE IT RESOLVED** by the Port of Tacoma Commissioners that Erin Galeno, Chief Financial and Administrative Officer and her designees, is hereby designated as The Port of Tacoma Public Records Officer;

**And, BE IT FURTHER RESOLVED** by the Port of Tacoma Commissioners that The Port of Tacoma will not be required to maintain an index of records.

Adopted by the Port of Tacoma Commissioners, Tacoma Washington at a special meeting held this 13<sup>th</sup> day of June 2019.

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Clare Petrich, President  
The Port of Tacoma Commission

ATTEST:

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John A. McCarthy, Secretary  
The Port of Tacoma Commission