

KITTITAS COUNTY
Board of County Commissioners

AGENDA STAFF REPORT

- AGENDA DATE:** December 19, 2017
- ACTION REQUESTED:** Set a public hearing for January 2, 2018 to consider approval of amendments to Kittitas County Code 2.55 (Public Records Disclosure) to clarify certain provisions and to reflect amendments to State law in the past legislative session.
- BACKGROUND:** The Kittitas County Records Management Committee (RMC), with the assistance of the Kittitas County Prosecutor’s Office (PAO), has invested a large amount of time at the request of the Board of County Commissioners in an effort to train all County employees on the general nature and obligations of Records Management and the Public Records Act, RCW 42.56 (PRA), with the goal of reducing the risk of error and related liability. In the course of developing the training, several inter-related aspects of compliance with the PRA were studied. During that period, the State Legislature made substantial amendments to the PRA that had potential impacts on the County’s practices and required amendment to the County Code in order to be compliant.
- INTERACTION:** The RMC utilized sub-committees to achieve the development of sound practices and associated training. In the course of doing so, the need to amend Chapter 2.55 of the County Code became evident, and the proposed amendments were prepared by the undersigned and reviewed by multiple members of the RMC prior to the RMC recommending adoption.
- RECOMMENDATION:** Review the proposed amendments and adopt them as written.
- ATTACHMENT:** Ordinance Amending Chapter 2.55 of the Kittitas County Code, and information copies showing the before/after using “markup” in Word.
- LEAD STAFF:** Douglas Mitchell, Deputy Prosecuting Attorney