

**SAN JUAN COUNTY PUBLIC HOSPITAL DISTRICT #3
DBA ORCAS ISLAND HEALTH CARE DISTRICT**

RESOLUTION NO. 2018 – 12

**RESOLUTION AUTHORIZING STATUTORY DEFAULT COSTS AND EXEMPTION FROM
MAINTAINING AN INDEX ASSOCIATED WITH DISTRICTS PUBLIC RECORDS POLICY**

WHEREAS, the Orcas Island Health Care District (the "District") was only recently formed, plans to employ a part-time Superintendent and a part-time staff person but currently does not have any staff, and does not yet have an office or any office equipment; and

WHEREAS, the District has already created, received, retained and used a large number of documents in the conduct of the District's business

WHEREAS, the District is likely to continue creating, receiving, retaining, and using a large number of documents in the conduct of the District's business;

WHEREAS, the Washington State Public Records Act, RCW Chapter 42.56 permits local agencies to adopt the statutory default fees if they lack the resources to determine their actual costs of providing copies of records; and

WHEREAS the Washington State Public Records Act, RCW Chapter 42.56.070 requires the District to maintain and provide a current index of documents unless maintaining the index would be unduly burdensome on the District's staff and would interfere with the operations of the District; and

WHEREAS the Board of Commissioners further finds that it would be difficult, if not impossible, to determine what the District's costs will be for providing copies of records requested under the Public Records Act.

WHEREAS, the Board further finds that it would be unduly burdensome on the District's staff and interfere with District's operations to create and maintain an index of records.

THEREFORE, BE IT RESOLVED by the Orcas Island Health Care District that the District shall use the statutory default costs as authorized by RCW 42.56.120 when assessing charges for supplying records under the District's Public Records Policy.

FURTHER RESOLVED that because of the undue burden on staff time and District operations and pursuant to the authority granted in RCW 42.56.070(4), the District shall not maintain an index of public records but the District's staff are directed to maintain the District's records in a reasonably organized manner, to take reasonable steps to protect the District's records from damage and disorganization, and to make any indexes of records that the District may maintain available on the District's website.

Adopted this ___ Day of ____, 2018.

Richard Fralick, President and Commissioner

Pegi A. Groundwater, Commissioner

Art Lange, Commissioner

Diane Boteler M.D., Commissioner

Patricia Miller, Secretary and Commissioner

DRAFT