



SNOHOMISH HEALTH DISTRICT  
RESOLUTION OF THE BOARD OF HEALTH

10-12

RESOLUTION NUMBER: 10-12

RESOLUTION SUBJECT: SNOHOMISH HEALTH DISTRICT PUBLIC RECORDS

WHEREAS the Snohomish Health District is a municipal corporation/local agency subject to provisions of Chapter 42.56 RCW which, in part relates to the disclosure of public records; and

WHEREAS Chapter 42.56 RCW requires local agencies to establish certain minimum protocols for purposes of meeting the intent of the State's public disclosure laws, including the designation of a public records officer and the maintenance or specific proclamation of exemption from requirements to maintain a comprehensive public record index; and

WHEREAS the purpose of this resolution is to insure compliance with the provisions of Chapter 42.56 RCW and other applicable laws relating to disclosure of public records as now exist or may otherwise be revised; and

WHEREAS the Snohomish Health District is comprised of multiple divisions, having numerous programs, each with their unique record keeping needs (including medical records) to such a degree and volume which makes the cost affiliated with maintaining a comprehensive public record index prohibitive and would otherwise substantially interfere with programs ability to deliver services; and

WHEREAS RCW 42.56.070 specifically requires a local agency such as the Snohomish Health District to maintain a public index of public records except where the same would be unduly burdensome and compromise the delivery of services; and

WHEREAS the Snohomish Health District herein has determined that the maintenance of a public record index would be unduly burdensome and substantially interfere with effective and timely operations; and


WHEREAS RCW 42.56.580 requires the Snohomish Health District to designate a public records officer.

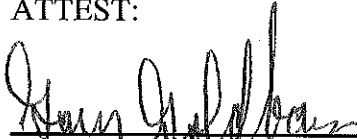
NOW THEREFORE be it resolved that the Snohomish Health District proclaims its intent to comply with the requirements and provisions of Chapter 42.56 RCW and other applicable laws relating to disclosure of public records, including any future amendments thereto or re-codification thereof, proclaim the following:

1. Due to the burdensome nature and impact of maintaining a comprehensive public record index, the Snohomish Health District and its respective divisions and programs shall not maintain a comprehensive public records index. In the event a division or an individual program within a division does maintain such index, it shall be made available for public inspection unless otherwise exempt from disclosure or made confidential by law.

2. For purposes of Chapter 42.56 RCW, the Health Information Manager is designated as the Public Records Officer of the Snohomish Health District to whom members of the public may direct request for disclosure of public records and to generally provide daily oversight of public records requests. However:
  - a. The Public Records Officer may designate others to assist him/her in carrying out the day-to-day affairs of the Public Records Officer. Contact information calculated to provide notice to the public shall be posted and/or published by the Snohomish Health District.
  - b. Specific requests for records that are division or program related may be submitted directly to that division or program and/or to the public records officer.
  - c. Anyone who makes a public records request may be required to fill out a written request form provided by the Snohomish Health District.
  - d. Requests for public records which, on their face, appear not to involve potential unreasonable invasion of privacy or consideration of specific exemptions provided by public disclosure laws or otherwise do not appear to be in conflict with potential confidential requirements and further, which do not otherwise appear to unduly burden the Snohomish Health District may be addressed in an informal manner at a division or program level as the circumstances merit.
  - e. A nonexclusive listing of potential laws exempting or prohibiting disclosure of public records is maintained by the public records officer.
3. No fee shall be charged for inspection of public records or locating a public record. A reasonable charge may be imposed for providing copies of public records or for the use by any person of its equipment to copy public records, which charges shall not exceed the amount necessary to reimburse the Snohomish Health District for its actual costs directly incident to such copying. In determining the actual cost for providing photocopies of public records, the Snohomish Health District may include all costs directly incident to copying including the actual costs of the paper, and the cost for use of copying equipment, all costs directly incident to shipping such public records including postage, delivery charges, and the cost of any container or envelope used. Further, staff time to copy and mail the requested public records may be included in its costs. A deposit may be required where not prohibited by law. It is recognized that a particular division or program may have varying costs associated with public disclosure requests due to the unique nature of their records.
4. Snohomish Health District may establish and publish a more comprehensive Public Records Policy not inconsistent with this resolution and not inconsistent with applicable statutory laws, rules and regulations.

ADOPTED this 11th day of May, 2010.

  
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Jim Flower, Chair  
Board of Health

ATTEST:  
  
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Gary Goldbaum, MD, MPH  
Health Officer and Director