

**BEFORE THE BOARD OF TRUSTEES
YAKIMA VALLEY LIBRARIES**

In the Matter of Public Records

**RESOLUTION
#13-008**

WHEREAS, the Yakima Valley Libraries' Board of Trustees adopt and set policy;

WHEREAS, Yakima Valley Libraries [District] follows the requirements of Chapter 42.56 of the Revised Code of Washington, commonly known as the Public Records Act;

WHEREAS, a public record, as defined in state law, includes any writing containing information relating to the conduct of government or the performance of any governmental or proprietary function prepared, owned, used, or retained by any state or local agency regardless of form or characteristics, except as exempted in statute;

WHEREAS, a writing is further defined as every means of recording any form of communication or representation;

WHEREAS, Chapter 44-14 of the Washington Administrative Code outlines The Public Records Act Model Rules and these rules shall form the basis for District procedures carrying out the intent of the Public Records Act;

WHEREAS, the Director is authorized to adapt the Model Rules, as required, for District use, to appoint the District's Public Records Office, and to otherwise implement this Policy;

NOW, THEREFORE, BE IT RESOLVED THAT Yakima Valley Libraries' Board of Trustees adopts this Policy as defined.

ADOPTED by the Board of Trustees this 29th day of April, 2013.




Trustee



Trustee



Trustee



Trustee



Trustee