

# ORIGINAL

CITY OF BELLEVUE, WASHINGTON

ORDINANCE NO. 5589

AN ORDINANCE relating to public records; finding that creating and maintaining a central city index of records is unduly burdensome and would interfere with city operations; amending Section 2.26.010 of the Bellevue City Code; and establishing an effective date.

WHEREAS, RCW 42.17.260 requires public agencies to maintain and make available for public inspection and copying a current index of certain enumerated documents; and

WHEREAS, RCW 42.17.260(4) provides that public agencies need not maintain such an index if to do so would be unduly burdensome so long as the agency 1) publishes a formal order specifying the reasons why and the extent to which compliance would unduly burden or interfere with agency and 2) does make available for public inspection and copying all indexes maintained for agency use; and

WHEREAS, the City of Bellevue is comprised of numerous departments and their divisions and subdivisions which each maintain separate databases and/or record keeping systems for the indexing of records and information; and

WHEREAS, the City has records which are diverse, complex and stored in multiple locations and in multiple computer systems and databases; and

WHEREAS, the City produces or receives innumerable records daily, and maintains innumerable records in numerous city files; and

WHEREAS, the development and maintenance of a city index would be extremely costly, and would provide little benefit to the public compared to the expense of maintaining such an index; and

WHEREAS, the City's operations do not allow for the addition, revision, or reassignment of duties or existing personnel so that an index may be developed and maintained; and

WHEREAS, anticipated city revenues do not allow for additional staff for the purpose of creating and maintaining such an index; and

WHEREAS, for the foregoing reasons the City Council finds that creation and maintenance of a city index of records is unduly burdensome and would interfere with city operations; now therefore

THE CITY COUNCIL OF THE CITY OF BELLEVUE, WASHINGTON, DOES  
ORDAIN AS FOLLOWS:

Section 1. Section 2 of Ordinance No. 3385 and Section 2.26.010 of the  
Bellevue City Code is hereby amended to read as follows:

**2.26.010 Public records and current indexes maintained**

Each department shall make public records available for public inspection and copying during the customary office hours of the department. To the extent required to prevent an unreasonable invasion of personal privacy, the department shall delete identifying details when it makes available or publishes any public record; however, in each case, the justification for the deletion shall be explained fully in writing.

The City Clerk's Office shall maintain and make available for public inspection and copying the following records and current indexes providing identifying information regarding the following public records in accordance with Chapter 42.17 RCW and this chapter:

A. Ordinances, resolutions and policies adopted by the city council, minutes of the regular meetings of the city council, and amendments, revisions and repeals thereof; and

B. All public contracts, deeds and leases.

All other records of the city relating to the specific function or responsibility of a particular department shall be maintained in the office of the particular department and shall be available for public inspection and copying in accordance with Chapter 42.17 RCW and this chapter.

Section 2. This ordinance shall take effect and be in force five (5) days after passage and legal publication.

Passed by the City Council this 7<sup>th</sup> day of March, 2005,  
and signed in authentication of its passage this 7<sup>th</sup> day of March,  
2005.

(SEAL)

  
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Connie B. Marshall, Mayor

Approved as to form:

Lori M. Riordan, City Attorney

  
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Patrice C. Cole, Assistant City Attorney

Attest:

  
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Myrna L. Basich, City Clerk

Published March 11, 2005