

### **Order Regarding City Indexes**

#### **Order complying with 42.56.070(4), located in Ordinance O-12-486, Section 2.50.040 (C)**

Based on the findings in subsection B., above, the City Council orders the following: that except for the records described in subsection A., above, no City department is required to create an all-inclusive index of records as required by RCW 42.56.070(3) because it is unduly burdensome and because the near-impossibility of creating and maintaining such an index would interfere with City operations. To the extent any department maintains an index of records such indexes shall be made available for inspection and copying.

Subsection A of Ordinance O-12-486, Section 4.50.040 provides the following in regards to indexes maintained by the City Clerk:

- Ordinances
- Resolutions of the City Council
- City Council agenda materials
- Minutes of City Council study sessions, regular and special meetings
- Agenda materials of all City Council appointed advisory boards and commissions
- Minutes of the regular meetings of advisory boards and commissions
- Contracts
- Deeds
- Easements
- Leases