

RESOLUTION No. 2012-3

A RESOLUTION OF THE PEND OREILLE COUNTY BOARD OF COMMISSIONERS ADOPTING A POLICY FOR RESPONDING TO PUBLIC RECORDS REQUESTS WHICH INVOLVE A SUBSTANTIAL NUMBER OF DOCUMENTS

WHEREAS, Pend Oreille County has begun receiving public records requests for copies of thousands of documents, approximately 75,000 in one request and another 18,000 in another request, and

WHEREAS, responding to these voluminous requests requires the individual review of each document and costs public officials and other employees a substantial amount of time thereby taking them away from other mandated duties and responsibilities, and

WHEREAS, the Board of Commissioners believes that it is necessary to establish a balance between the time spent performing mandated duties and responsibilities and responding to voluminous public records requests, and

WHEREAS, adopting a clear policy to guide the county's response to these voluminous public records requests will benefit both the county and the requestors,

NOW THEREFORE THE PEND OREILLE COUNTY BOARD OF COMMISSIONERS DOES HEREBY RESOLVE AS FOLLOWS:

SECTION 1: When the county receives a request for a large number of public records and due to mandated duties and responsibilities only limited time can be devoted to responding to these requests, the county will divide the request into logical installments. The county will provide responses to each installment as promptly as reasonably possible, considering competing duties and responsibilities. To assist the requestor in obtaining the most relevant documents first, the requestor

will be asked whether they would prefer the county to respond in chronological or reverse chronological order or whether some other type of sequencing would be the most helpful; and in most cases, the county will respond in the order requested.

PASSED AND APPROVED THIS 9th DAY OF JANUARY 2012 BY THE
PEND OREILLE COUNTY BOARD OF COMMISSIONERS

Laura Merrill
Laura Merrill, Chair

Absent
Diane Wear, Vice Chair

John Hankey
John Hankey, Member

Attest: Chris Mylar
Chris Mylar, Clerk of the Board

Approved as to form:

Tom Metzger
County Prosecutor