

**SAMPLE RESOLUTION APPOINTING A PUBLIC RECORDS OFFICER**

RESOLUTION NO. \_\_\_\_\_

A RESOLUTION of the BOARD OF DIRECTORS of the \_\_\_\_\_ SCHOOL DISTRICT NO. \_\_\_ appointing and publicly identifying a public records officer to serve as the point of contact for members of the public in requesting disclosure of public records and to oversee the District’s compliance with the public records disclosure requirement.

WHEREAS, the Washington State Legislature amended RCW 42.17.250 in the 2005 Session to require state and local agencies to appoint and publicly identify a public records officer; and

WHEREAS, the Board now desires to appoint and publicly identify a public records officer in accordance with such amendment;

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS THAT:

Section 1. The Board hereby appoints and publicly identifies [INSERT TITLE OF INDIVIDUAL SO APPOINTED] as public records officer for the District (the “Public Records Officer”). The responsibility of the Public Records Officer is to serve as the point of contact for members of the public in requesting disclosure of public records and to oversee the District’ compliance with the public records disclosure requirements of Chapter 42.17 RCW.

Section 2. The name and contact information for the Public Records Officer to whom members of the public may direct requests for disclosure of public records and who will oversee the District’s compliance with the public records disclosure requirements of Chapter 42.17 RCW shall be provided by the District in a manner that is reasonably calculated to provide proper notice to the public, which may include posting such information at the District’s business address, posting on the District’s internet site, and/or referencing such information in the District’s publications.

Adopted by the BOARD OF DIRECTORS of the \_\_\_\_\_  
SCHOOL DISTRICT NO. \_\_ at a [REGULAR/SPECIAL] open public meeting held on  
the \_\_ day of \_\_\_\_\_, 2006.

\_\_\_\_\_  
President

\_\_\_\_\_  
Director

\_\_\_\_\_  
Director

\_\_\_\_\_  
Director

\_\_\_\_\_  
Director

ATTEST:

\_\_\_\_\_  
Superintendent  
Secretary for the Board