



# City of Selah

## Executive Order PRO-01

### RE: RCW 42.56.070(4)

#### *Order Covering Indexes for Public Records*

As required by RCW 42.56.070(4), the City of Selah formally declares the following:

1. The Mayor and City Administrator find that it would unduly burdensome for City staff to index each and every record of the many varied City records, given the wide range of City activities, the limited staffing levels maintained in each City department, and/or the fact that a number of items references in RCW 42.56.070 are not generated or rendered by the City; and
2. The Mayor and City Administrator find that the creation of a single index providing the intricate detail described in RCW 42.56.070(3)(a-f) would interfere with City operations in that it would take an inordinate amount of staff time to develop and maintain; and
3. City departments are to maintain file-maintenance systems that enable staff to operate efficiently and effectively in providing service to the community and the general public; and
4. In the event indexes are maintained by particular departments for department use, they shall be available for public inspection and copying; and
5. The City Public Records Officer shall publish this order once in the Yakima Herald.

Issued this 25 day of July, 2023

Sherry Raymond  
Sherry Raymond, Mayor

Joseph Henne  
City Administrator, Joseph Henne