



**CITY MANAGER'S OFFICE**  
**CITY OF MERCER ISLAND, WASHINGTON**  
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**CITY OF MERCER ISLAND**  
**FORMAL ORDER**  
**COVERING INDEXES FOR PUBLIC RECORDS**

Revised Code of Washington (RCW) 42.56.070 requires all cities and public agencies to maintain and make available a current index of all public records. RCW 42.56.070(4)(a) provides that if maintaining such an index would be unduly burdensome, or would interfere with agency operation, a City need not maintain such an index but it must issue and publish a formal order specifying the reasons why and the extent to which compliance would be unduly burdensome.

The City Manager finds that:

1. The City of Mercer Island is comprised of departments, their divisions and subdivisions, which maintain separate databases and/or record-keeping systems of records and information.
2. The City has records which are diverse, voluminous, complex, and stored in multiple locations and in multiple computer systems and databases. As a result, it would be unduly burdensome and costly to the Mercer Island taxpayers, and would substantially interfere with effective and timely City administrative operations to develop and maintain a central index of records.
3. The City of Mercer Island will make available for inspection and/or copying all nonexempt public records, including any indexes that are maintained by the City pursuant to the Public Records Act, Chapter 42.56 RCW and the City's Public Records Act Rules of Procedure.

Based upon the findings set forth above, pursuant to RCW 42.56.070(4)(a), and effective June 1, 2006, the City Manager orders the following:

1. The City of Mercer Island is not required to maintain a current index of public records; and
2. Pursuant to Chapter 42.56 RCW, the City of Mercer Island shall make available for public inspection and/or copying all public records and any indexes of public records maintained by the City to the extent not exempt from inspection and/or copying pursuant to Chapter 42.56 RCW, the City's Public Records Act Rules of Procedure, or other applicable law.

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Richard M. Conrad  
City Manager