



CITY MANAGER'S OFFICE
CITY OF MERCER ISLAND, WASHINGTON
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CITY OF MERCER ISLAND
FORMAL ORDER
DESIGNATING A PUBLIC RECORDS OFFICER

Revised Code of Washington (RCW) 42.56.580(1) requires all cities and public agencies appoint and publicly identify a public records officer whose responsibility is to serve as a point of contact for members of the public in requesting disclosure of public records and to oversee the agency's compliance with the public records disclosure requirements.

RCW 42.56.580(3) requires the name and contact information of the agency's public records officer to whom members of the public may direct requests for disclosure of public records and who will oversee the agency's compliance within the public records disclosure requirements, shall be made in a way reasonably calculated to provide notice to the public, including posting at the local agency's place of business, posting on its internet site, or including in its publications.

Based upon the requirements set forth above, pursuant to RCW 42.56.580, and effective July 1, 2006, the City Manager orders the following:

1. The City Clerk, or his or her designee, shall be the Public Records Officer for the City of Mercer Island and is authorized to establish and implement policies and procedures for responding to requests for public records.
2. Contact information for the City's Public Records Officer shall be posted at City Hall, posted on the City's website and included on all public records policies, procedures and forms.

Richard M. Conrad
City Manager