

CITY OF KENNEWICK
ORDINANCE NO. 5805

AN ORDINANCE RELATING TO REQUESTS FOR ACCESS TO OR COPIES
OF CITY RECORDS AND AMENDING SECTION 1.40.030 OF THE
KENNEWICK MUNICIPAL CODE

THE CITY COUNCIL OF THE CITY OF KENNEWICK, WASHINGTON, DO ORDAIN AS
FOLLOWS:

Section 1. Section 1.40.030 of the Kennewick Municipal Code, be, and the same hereby is,
amended to read as follows:

1.40.030: Agency Description – Contact Information – Public Records Officer.

- (1) Any person wishing to request access to public records of the City, or seeking assistance in making such a request, shall contact the City's Public Records Officer.
- (2) The Public Records Officer will oversee compliance with the Act but may designate other City staff members who may process requests for public records. For Police records, the Public Records Officer has designated the Public Records Specialist.
- (3) The Public Records Officer or designee(s) will provide the fullest assistance to requestors; ensure that public records are protected from damage or disorganization; and prevent fulfilling public records requests from causing excessive interference with essential functions of the City.
- (4) When using these Rules, references to the Public Records Officer should be interpreted to also include his/her designees.
- (5) Requests for records other than Police records. Requests to inspect or copy any records maintained by the City, other than Police records, should be made to the Public Records Officer at:

City of Kennewick
Public Records Officer - City Clerk's Office
Public Records Request Center - (as the primary and preferred method)
210 West 6th Avenue
P.O. Box 6108
Kennewick, WA 99336
Telephone: (509) 585-4578
Fax: (509) 585-4445
Email: PRRequest@ci.kennewick.wa.us

- (6) Requests for Police Records. Requests to inspect or copy records maintained by the City's Police Department shall be made to the Public Records Specialist at:

Kennewick Police Department
Public Records Request Center - (as the primary and preferred method)
211 West 6th Avenue
P.O. Box 6108

Kennewick, WA 99336
Telephone: (509) 585-4208
Fax: (509) 582-9528
Email: PolicePDR@ci.kennewick.wa.us

- (7) Internet access to records. Many records are also available on the City of Kennewick website. Requestors are encouraged to preserve taxpayer resources by viewing documents available on the website prior to submitting a public records request. In accordance with RCW 42.56.520(2) the City may satisfy its obligation by providing an internet address and link on the agency's web site to the specific records requested.
- (8) A computer kiosk is located in the lobby of City Hall and provides customers with direct access to the Public Records Request Center. City staff members are available to assist customers with this service.
- (9) The "City" does not include the Kennewick Public Facilities District, the Kennewick Housing Authority, or any other independent body. Requests of those agencies will not be coordinated via the City of Kennewick's Public Records Officer and shall be made directly to those agencies by the requestor.

(Ord. 5805 Sec. 1, 2019; Ord. 5708 Sec. 1 (part), 2017)

Section 2. This ordinance shall be in full force and effect five days from and after its passage, approval and publication as required by law.

PASSED BY THE CITY COUNCIL OF THE CITY OF KENNEWICK, WASHINGTON, this 2nd day of April, 2019, and signed in authentication of its passage this 2nd day of April, 2019.

Attest:

DON BRITAIN, Mayor

TERRI L. WRIGHT, City Clerk

ORDINANCE NO. 5805 filed and recorded
in the office of the City Clerk of the City of
Kennewick, Washington this 3rd day of
April, 2019.

Approved as to Form:

JESSICA FOLTZ, Assistant City Attorney

TERRI L. WRIGHT, City Clerk

DATE OF PUBLICATION _____