

RESOLUTION NO. 1440

**A RESOLUTION ADOPTING AN UPDATED
RECORDS MANAGEMENT POLICY, CODE BOOK CORRECTIONS,
& PUBLIC RECORDS REQUEST FORM**

WHEREAS, PUD No. 2 of Pacific County last adopted a records policy in 2009; and

WHEREAS, changes in legislation, personnel and record keeping have been made in the time since the last policy was adopted with clarifications to the policy needed; and

WHEREAS, PUD No. 2 of Pacific County has developed an updated Records Management Policy to clarify the administration, employee responsibility, procedures, and disaster preparedness processes;

WHEREAS, updates to Section 2.28- Public Records in the District Code Book are required due to updated legislation and office hours;

WHEREAS, PUD No. 2 of Pacific County has developed an updated Public Records Request Form that it will encourage requestors to submit;

NOW THEREFORE BE IT HEREBY RESOLVED that District adopts the updated Records Management Policy, updates to Section 2.28- Public Records of the District Code Book, and the updated Public Records Request Form.

BE IT FURTHER RESOLVED that all previous resolutions or parts of resolutions in conflict herewith be and the same are hereby repealed.

APPROVED AND ADOPTED by the Board of Commissioners of Public Utility District No. 2 of Pacific County, Washington, this 19th day of October 2021.



President

ATTEST:



Vice President



Secretary