Addition to Procedure LE – (1)(II)(B)

Index of public records not maintained

The Washington Public Records Act (Act), Chap. 42.56 RCW requires all public agencies, including port districts, to maintain and make available to the public, a current index of certain public records. However, the Act also provides that if an agency finds that maintaining such an index would be unduly burdensome, or would interfere with the agency's operations, the agency need not maintain an index, but must issue and publish a formal order specifying the reasons why and the extent to which publishing an index would be unduly burdensome.

Findings and Formal Order The Port of Seattle (Port) is comprised of four operating divisions plus corporate departments that support the divisions and the broad mission of the Port. These departments are physically located in a variety of places in two cities. Each department consists of numerous subdivisions that perform unique public services associated with such as owning and operating an international airport and a sea port. Each subdivision may also utilize and produce various forms of "writings" as that term is defined in the Act. Thousands of writings are produced or utilized each day by these subdivisions. These writings may be maintained in several formats, including but not limited to: paper records, computer files, photographs, audio recordings, video recordings, etc. Filing systems vary from division to division due to different paper filing systems and the various computer programs used by each subdivision. Even if it were feasible to create, maintain and produce such an index, the cost in terms of manpower, inefficiency, and delayed ability to respond to substantive issues would be prohibitive. The determination made in this section shall be considered to be a "formal order" as that term is used by RCW 42.56.070(C).

11/30/09

Tay Yoshitani date
Chief Executive Officer