

RESOLUTION NO. 2018-03

PORT LUDLOW DRAINAGE DISTRICT

Jefferson County, Washington
P.O. Box 65261, Port Ludlow, WA 98365

A RESOLUTION OF THE PORT LUDLOW DRAINAGE DISTRICT, REGARDING AUDIO RECORDING OF MEETINGS

WHEREAS, the Board of Commissioners of the Port Ludlow Drainage District holds regular and special meetings governed by the Open Public Meetings Act, Chapter 42.30 RCW (the "OPMA"); and

WHEREAS, the OPMA does not require recording of regular and special meetings but the Port Ludlow Drainage District records such meetings when feasible in order to facilitate accuracy in the preparation of meeting minutes; and

WHEREAS, on January 22, 2004, the Port Ludlow Drainage District Board of Commissioners passed Resolution 2004-1 adopting a policy regarding use and retention of audio recordings of meetings; and

WHEREAS, in accordance with chapter 40.14 RCW, the Washington State Archivist's office adopted records retention guidelines and requirements set forth in the "Local Government Common Records Retention Schedule" (version 4.0, May 2017); and

WHEREAS, under section GS50-05A-13 of the above retention schedule, the Washington State Archivist's office considers audio recordings of meetings held under the OPMA to be part of the governing body's meeting record; and

WHEREAS, the Port Ludlow Drainage District Board of Commissioners desires to update its policy and practice regarding use and retention of audio recordings for consistency with current State Archivist guidelines;

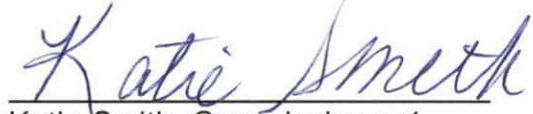
NOW, THEREFORE, BE IT RESOLVED as follows:

1. Recording of Meetings. The meetings of the Port Ludlow Drainage District will be audio recorded when feasible.
2. Retention of Audio Recordings. Any audio recordings from regular and special meetings of the Board of Commissioners shall be retained for a minimum of six years. After six years, the audio recordings may be transferred to the Washington State Archives for permanent retention.
3. Resolution 2004-1 Superseded. This Resolution hereby supersedes and replaces Resolution 2004-1 in its entirety.

PASSED at the Regular Meeting of the Port Ludlow Drainage District Board of Commissioners this 14th day of June, 2018.



Don Forbes, Chair, Commissioner 2



Katie Smith, Commissioner 1

(Voted No)

Deborah Helleson, Commissioner 3