

**HIGHLINE SCHOOL DISTRICT NO. 401  
RESOLUTION 21-17**

**A RESOLUTION** finding that creating an index of district records would be impracticable, unduly burdensome, and would interfere with the operational work of the district.

**WHEREAS**, RCW 42.56.070 requires all cities and public agencies to maintain and make available a current index of all public records; and

**WHEREAS**, RCW 42.56.070(4) provides that if maintaining such an index would be unduly burdensome, or would interfere with agency operation, a district need not maintain such an index but it must issue and publish a formal order specifying the reasons why and the extent to which compliance would be unduly burdensome; and

**WHEREAS**, when such an order is made, all indexes maintained by that district must be made available to provide identifying information on those records, which are available for inspection and/or copying; and

**WHEREAS**, Highline Public Schools is composed of numerous departments and schools, which maintain separate databases and/or record-keeping systems for the indexing of records and information; and

**WHEREAS**, the development and maintenance of a district index would be extremely costly; and would provide little benefit to the public compared to the expense in maintaining the index; and

**WHEREAS**, the District's operations do not allow for the addition, revision, or reassignment of duties of existing personnel so that an index may be developed and maintained; and anticipated District revenues do not allow for additional staff for the purpose of creating and maintaining such an index; and

**WHEREAS**, because the District has records which are diverse, complex and stored in multiple locations and in multiple computer systems and databases, it is unduly burdensome, if not physically impossible, to maintain a central index of records; and

**WHEREAS**, the requirement to maintain a public records index would interfere with the District's operations in the following ways:

- the sheer volume of records produced by the various departments and schools in the District precludes any attempt to maintain a comprehensive and current index of records;
- the need to constantly update the index to keep it current would be nearly impossible; and
- the District does not have a central repository for all of its public records and would therefore have to have multiple indices and multiple employees charged with constant updates of those indices

**NOW, THEREFORE, BE IT RESOLVED,** That the Highline School Board, based on the findings set forth above and pursuant to RCW 42.56.070(4) orders and directs that

1. Highline Public Schools is not required to maintain a current index of public records due to the above findings that the requirement is unduly burdensome and such a list is nearly impossible to create and/or maintain; and
2. Pursuant to chapter 42.56 RCW, Highline Public Schools shall make available for public inspection and/or copying all public records and any indexes of public records maintained by the City to the extent not exempt from inspection and/or copying pursuant to chapter 42.56 RCW or other applicable laws.

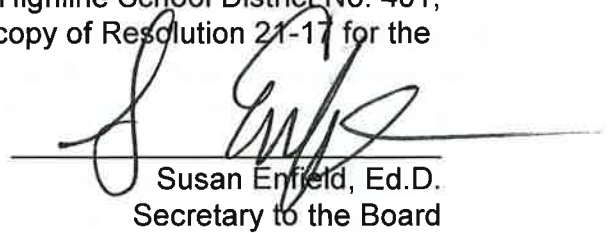
Adopted this 1st day of November, 2017

Highline School District No. 401



Three handwritten signatures are written over three horizontal lines. The signatures are in black ink. The first signature is the most prominent and appears to be 'B. D. ...'. The second signature is 'Angela Chaves'. The third signature is 'Lynne ...'. Below the third signature, the text 'Board of Directors' is printed.

I, Susan Enfield, Secretary to the Board of Directors of Highline School District No. 401, do hereby certify that the above is a true and accurate copy of Resolution 21-17 for the use and purpose intended.



A handwritten signature in black ink is written over a horizontal line. Below the line, the text 'Susan Enfield, Ed.D. Secretary to the Board' is printed.