

## RESOLUTION 2026-001

### A RESOLUTION APPROVING AND ADOPTING AN UPDATED PUBLIC RECORDS POLICY FOR COWLITZ 911

WHEREAS, on March 13, 2018, the Cowlitz County Board of Commissioners adopted Cowlitz County Ordinance 18-014 which created the Cowlitz 911 Public Authority and approved an initial Charter; and

WHEREAS, Cowlitz 911 (the "Authority") is a public corporation organized pursuant to RCW 35.21.730 through 35.21.754; and

WHEREAS, Cowlitz 911 is a public agency subject to the requirements of the Washington State Public Records Act, Chapter 42.56 RCW; and

WHEREAS, the Public Records Act requires public agencies to adopt policies and procedures to ensure that public records are made available for inspection and copying in accordance with the law while protecting records that are exempt from disclosure; and

WHEREAS, Cowlitz 911 has reviewed and updated its Public Records Policy in order to provide clear procedures for responding to public records requests and to ensure compliance with Chapter 42.56 RCW; and

WHEREAS, the Board of Directors finds that adoption of the updated Public Records Policy will promote transparency, consistency, and compliance with the Public Records Act; and

WHEREAS, RCW 42.56.070(3) requires agencies to maintain and make available a current index of public records unless the agency finds that maintaining such an index would be unduly burdensome and would interfere with agency operations; and

WHEREAS, the Board of Directors finds that maintaining a public records index would be unduly burdensome and would interfere with the efficient operation of Cowlitz 911 due to the volume, variety, and dynamic nature of the records maintained by the agency;

NOW, THEREFORE, BE IT RESOLVED by the Cowlitz 911 Board of Directors as follows:

**Section 1. Adoption of Public Records Policy.** The Board of Directors hereby approves and adopts the Cowlitz 911 Public Records Policy, attached hereto and incorporated herein by this reference, as the official public records policy of Cowlitz 911.

**Section 2. Superseding Prior Policies.** The Public Records Policy adopted by this resolution supersedes and replaces any prior public records policies or procedures previously adopted by Cowlitz 911.

**Section 3. Implementation.** The Director and the Public Records Officer are authorized and directed to implement the Public Records Policy and to take all actions necessary to ensure compliance with Chapter 42.56 RCW and other applicable laws, including making administrative updates to procedures as needed to maintain compliance with state law.

**Section 4. Effective Date.** This resolution shall take effect immediately upon adoption.

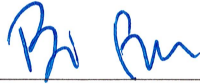
**ADOPTED** in regular session this 18<sup>th</sup> day of March, 2026.

**COWLITZ 911 BOARD OF DIRECTORS**



Chair of the Board, Robert Huhta

ATTEST:



Clerk of the Board, Briana Graham

APPROVED AS TO FORM:



Jennifer Johnson, General Counsel

RECOMMENDED FOR APPROVAL:



Darr Kirk, Executive Director