

Adopted: 5-11-16  
Effective: 5-23-16

SNOHOMISH COUNTY COUNCIL  
Snohomish County, Washington

AMENDED ORDINANCE NO. 16-021

RELATING TO THE PUBLIC RECORDS OFFICER AND AMENDING SCC 2.51.035

BE IT ORDAINED:

Section 1. Snohomish County Code Section 2.51.035, last amended by Ordinance 10-061 on August 4, 2010, is amended to read:

**2.51.035 Public Records officer – Appointment and duties.**

(1) The director of information services shall appoint a public records officer who shall provide centralized oversight, guidance and leadership to fulfill public records request for the county.

(2) Subject to subsection (3) of this section, the public records officer shall:

(a) Serve as a point contact for members of the public in requesting disclosure of public records, provided that requests may also be presented to public records specialists of their designees pursuant to SCC 2.51.050;

(b) Oversee compliance with the public disclosure requirements of this chapter; and

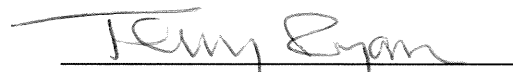
(c) Adopt such policies and procedures as may be necessary to carry out the provisions of this chapter consistent with applicable laws.

(3) Final decision-making authority over public disclosure of records of the legislative branch of government shall be vested in the chairperson of the county council or the chairperson's designee.

(4) The public records officer shall publish his or her name and contact information in a way reasonably calculated to provide notice to the public, including posting at the county's primary place of business, posting on the county's internet site, or including in county publications.

PASSED this 11<sup>TH</sup> day of May, 2014.

SNOHOMISH COUNTY COUNCIL  
Snohomish County, Washington

  
Chairperson

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ATTEST:

Randy Reed  
Clerk of the Council, ~~Asst.~~

- APPROVED
- EMERGENCY
- VETOED

DATE: 5-13-16

Maria Inz  
Acting County Executive

ATTEST:

Cora E. Palmer

Approved as to form only:

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Deputy Prosecuting Attorney