

PORT OF ORCAS

RESOLUTION #04-26-00A ACCESS TO PORT FILE INFORMATION POLICY (replaces Port Policy adopted on 4/13/00)

WHEREAS, the Port of Orcas is a municipal corporation and is required by Chapter 42.17 RCW to provide file information to the public by request, and

WHEREAS, the Port of Orcas is also required to maintain its accounting and filing in accordance with the methods prescribed by the State Auditor (Budgeting, Accounting, and Recording System for Proprietary-Type Districts, Unclassified) under the authority of Chapter 43.09 RCW, and

WHEREAS, the Port of Orcas Commission has assigned the responsibility of these duties to the Airport Manager (outlined in the corresponding job description),

THEREFORE BE IT RESOLVED, that the Port of Orcas Commission adopt the following guidelines and procedure as policy when information is requested:

1. No individuals, including Port Commissioners, other than assigned Port staff, shall have direct (uninterrupted and unlimited) access to the files unless specifically authorized by the Commission or the Chairman.
2. No one shall remove files from the office/conference room unless specifically authorized by the Airport Manager or Commission.
3. Information and copies of documents shall be provided in a timely manner, upon receipt of a written request (request forms supplied by the Port).

ADOPTED, this 26th day of April, 2000.

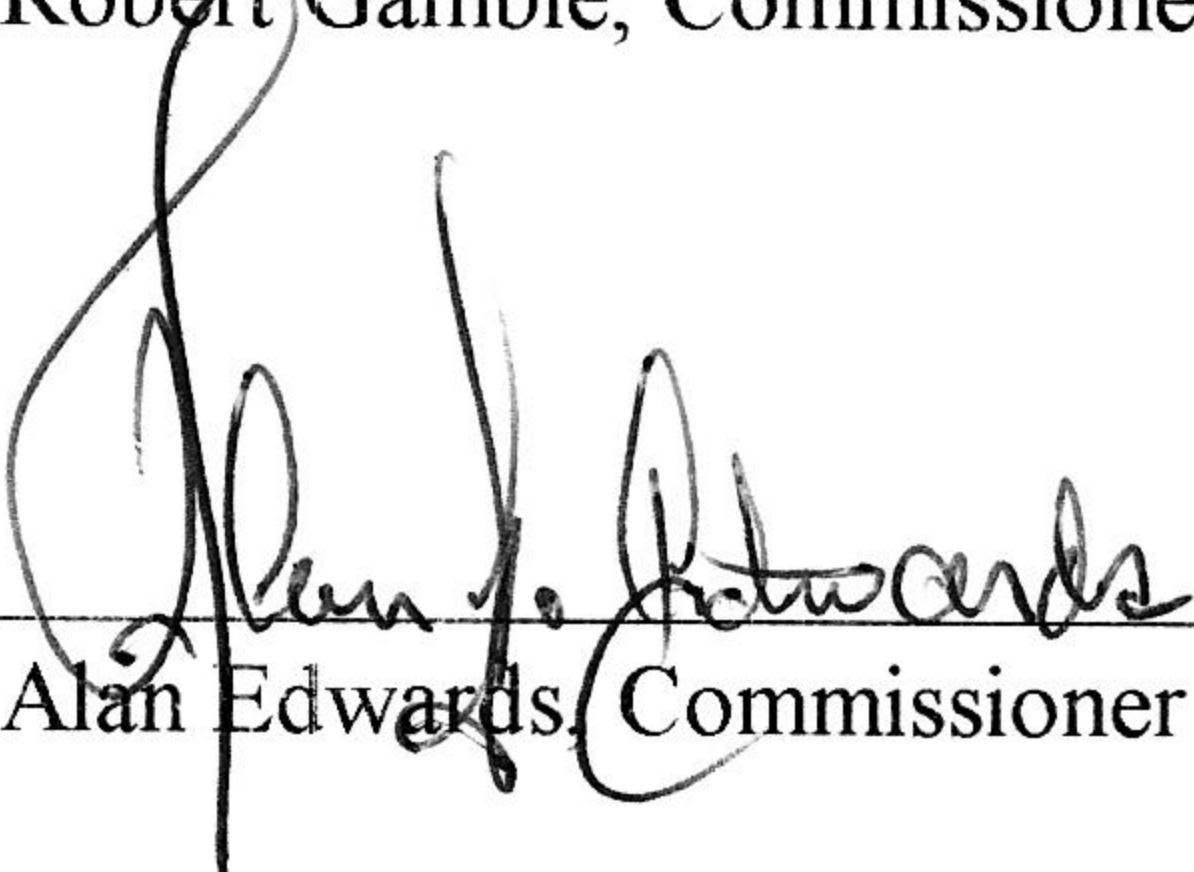
Effective date: April 26, 2000



Robert Gamble, Commissioner & Chairman



Steve Hopkins, Commissioner & Secretary



Alan Edwards, Commissioner



Peter Walmsley, Commissioner



Gary Abgod, Commissioner

Attest: 

Duane J. Lunde, Airport Manager