



CITY OF KIRKLAND
Planning and Community Development Department
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MEMORANDUM

To: Houghton Community Council

From: Prins Cowin, Administrative Supervisor

Date: May 16, 2011

Subject: Email for Boards & Commissions and Public Records Review

RECOMMENDATION

A presentation will be given by Kathi Anderson, City Clerk, to provide the Houghton Community Council with a review of the City's public records policy. Matt Cruz, Service Desk Supervisor, will provide instruction on how to access City email accounts to be issued to the Council.

BACKGROUND

The City is required to disclose all identifiable "public records" that relate to the conduct of the City when such records are requested. Every writing that is created, used, or retained by a public employee is subject to disclosure. Email messages constitute a "writing" under the Public Records Act.

Email messages that are public records must be retained and disclosed in the same way a document would be if written on paper. In order to assist the Houghton Community Council in complying with records management as it pertains to emails, City email accounts will be created for each member.

Copies of the Outlook Web Access Handout and the public records handout will be distributed at the meeting.

cc: Kathi Anderson, City Clerk
Matt Cruz, Service Desk Supervisor