



CITY OF KIRKLAND

Planning and Community Development Department
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MEMORANDUM

To: Planning Commission

From: Prins Cowin, Administrative Supervisor

Date: May 5, 2011

Subject: Email for Boards & Commissions and Public Records Review

RECOMMENDATION

A presentation will be given by Kathi Anderson, City Clerk, to provide the Planning Commission with a review of the City's public records policy. Matthew Cruz, Service Desk Analyst, will provide instruction on how to access City email accounts to be issued to the Commission.

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 Planning Commission in complying with records management as it pertains to emails, City email accounts will be created for each member.

Copies of the public records handout will be distributed at the meeting.

Attachments: Outlook Web Access