

PROCEDURE

SUBJECT: PUBLIC RECORDS INDEX
COVERAGE: All Staff
SOURCE: Administration
EFFECTIVE DATE: 07/28/95

RESPONSIBLE MGR: Wirt
AUTHOR: Wirt/Davis
REVISION DATE: 07/16/08

NUMBER: 100.300

Purpose

This procedure provides the index to public records required under RCW 42.56.070.

Procedure

Public records are maintained by the District for various periods of time as mandated by the General Records Retention Schedule for Local Government Agencies in Washington State.

Public records available for inspection include, but are not limited to, the following:

1. Board of Trustees
 - a. Agendas of regular and special Board of Trustees meetings
 - b. Background materials prepared for Board of Trustees meetings
 - c. Minutes of regular and special Board of Trustees meetings
 - d. Resolutions adopted at Board of Trustees meetings
 - e. District policies
 - f. Board of Trustees By-Laws
 - g. Board of Trustees position description
 - h. Board of Trustees external correspondence
2. Administration
 - a. District procedures
 - b. Library use statistics
 - c. Materials collection statistics
 - d. Annual reports
 - e. Grant proposals
 - f. External correspondence
 - g. Interlocal agreements
 - h. Strategic plans
 - i. Survey final reports
 - j. Consultant study final reports
3. Human Resources
 - a. District safety & health manual
 - b. Position descriptions
 - c. Salary schedule
 - d. Employee benefits information
4. Financial
 - a. Annual budgets
 - b. Annual financial statements
 - c. Audit reports
 - d. Monthly payment voucher listing
 - e. Procurement records
 - f. Vendor payment vouchers
 - g. Contracts