

10/6/77

Introduced by: PAUL BARDEN

78-27

**3606**

ORDINANCE NO. \_\_\_\_\_

1 AN ORDINANCE relating to retention and control of  
2 King County records and the fees to be charged the  
3 public for providing copies thereof; amending  
4 Ordinance 1196 Section 1 and K.C.C. 2.12.070,  
5 Ordinance 1808 Section 1 and K.C.C. 2.12.080 and  
6 Ordinance 1808 Section 4 and K.C.C. 2.12.110;  
7 Repealing Ordinance 409 Section 1 and K.C.C.  
8 2.12.050, Ordinance 1808 Section 3 and K.C.C.  
9 2.12.100 and Ordinance 3084 Section 1 and K.C.C.  
10 2.12.100; and adding two new sections to K.C.C.  
11 2.12.

12 BE IT ORDAINED BY THE COUNCIL OF KING COUNTY:

13 SECTION 1. REPEALED SECTION. Ordinance 409 Section 1 and K.C.C.  
14 2.12.050 are each hereby repealed.

15 SECTION 2. AMENDED SECTION. Ordinance 1196 Section 1 and K.C.C.  
16 2.12.070 are hereby amended to read as follows:

17 Sale of copies of code. The Book Publishing Company shall be permitted  
18 and authorized to sell copies of the King County Code to subscribers  
19 other than county agencies/departments for a fee (~~of-twenty-five~~  
20 ~~dollars-per-copy~~) plus a service charge as contracted by the county  
21 executive, provided, however, the Book Publishing Company shall remit  
22 to the county any and all moneys collected pursuant to this section  
23 exclusive of contracted service charge.

24 SECTION 3. NEW SECTION. A new section is added to K.C.C. 2.12  
25 which reads as follows:

26 Records of other agencies. Records of agencies other than the county  
27 council shall consist of two categories; those records relating to  
28 operation of a public agency including correspondence, opinions, ad-  
29 judications, policies, goals, procedures, decisions, interpretations,  
30 staff manuals, reports, studies, etc. which shall be identified as  
31 "Public Records" pursuant to public disclosure laws set forth in RCW  
32 42.17.260; and those records received and/or maintained by an agency  
33 pursuant to other sections of the law such as judgments, licenses,  
UCC's, vital statistics, property records, etc. which shall be  
identified as "Official Records".

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1            SECTION 4. NEW SECTION. A new section is added to K.C.C. 2.12  
2 which reads as follows:

3 Retention. Retention of all county records, both public and official  
4 records, shall be in accordance with approved retention schedules  
5 established pursuant to RCW 40.14.070. Active records, those records  
6 utilized by an agency in its daily operations, shall be maintained by  
7 that agency. Inactive or semi-active records at least two years old  
8 and not required by an agency in its daily operations, but which  
9 must be retained for a longer period of time in accordance with ap-  
10 proved retention schedules, may be stored in the county archives  
11 maintained by the Records and Elections Division.

12            SECTION 5. AMENDED SECTION. Ordinance 1808 section 1 and K.C.C.  
13 2.12.080 are hereby amended to read as follows:

14 Copies of public and official records - Policy. It is established  
15 to be a policy of ~~((the King County council))~~ King County that copies  
16 of public and official records are to be provided to the public upon  
17 request wherever reasonable and proper in accordance with applicable  
18 laws and regulations and that agencies may impose a reasonable charge  
19 for providing copies of ~~((public))~~ such records and for the use by  
20 any person of agency equipment to copy public records, which charges  
21 shall not exceed the amount necessary to reimburse the agency for its  
22 actual costs incident to such copying.

23 For the purposes of this ~~((section and Sections 2.12.090 through~~  
24 ~~2.12.130))~~ chapter, "agency" means any county board, commission,  
25 committee, department, division, bureau or officer.

26            SECTION 6. REPEALED SECTION. Ordinance 1808 Section 3, Or-  
27 dinance 3084 Section 1, and K.C.C. 2.12.100 are each hereby repealed  
28 and the following substituted:

29            Copy fees.

30            Official Records:

31            Charges for copies of official records shall be in ac-  
32 cordance with fees set forth in applicable chapters of the RCW.  
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1           Public Records:

2           a. Certified Copies:

3           Eight and one half inches by fourteen inches or smaller;  
4           for the first page two dollars and for each additional  
5           page one dollar.

6           b. Non-Certified Copies:

7           Class I: Eight and one half inches by fourteen inches  
8           or smaller copies produced on Xerox, dry film printer  
9           or other similar copy machine determined by the manager  
10           of the Records and Election Division to have roughly  
11           equivalent costs; for the first page fifty cents; for  
12           each additional page twenty-five cents;

13           Class II: Eight and one half inches by fourteen inches  
14           or smaller copies produced on photostat or similar  
15           machine determined by the manager of the Records and  
16           Election Division to have roughly equivalent costs;  
17           for the first page two dollars; for each additional  
18           page one dollar;

19           Class III: Diazo duplicates of microfiche; for the  
20           first fiche fifty cents; for each additional fiche  
21           twenty-five cents;

22           Class IV: Opaque ozalid process or similar copies  
23           determined by the manager of the Records and Election  
24           Division to have equivalent costs; fifty cents per  
25           running foot or fraction up to forty-two inches wide;

26           Class V: In cases where the manager of the Records  
27           and Election Division deems self-service by the public  
28           to be feasible, a coinbox-operated machine may be  
29           installed to provide copies at the lowest possible cost.

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1                    Class VI: Paper Copies of microfilm records from  
 2                    roll film or microfiche and produced by Bell &  
 3                    Howell, Kodak, 3-M, or similar copy processes;  
 4                    for the first page of each record, fifty cents;  
 5                    for each additional page, twenty-five cents;  
 6                    Class VII: Bulk rates for multiple copies (in  
 7                    excess of ten to twenty-five) and/or documents  
 8                    shall reflect actual costs and shall be coordin-  
 9                    ated with and approved by the manager, Records  
 10                   and Elections.

11  
 12                   SECTION 7. AMENDED SECTION. Ordinance 1808 Section 4 and  
 13 K.C.C. 2.12.110 are hereby amended to read as follows:

14 Copies of public and official records - Procedure for Making.

- 15  
 16                   (a) Copies shall be provided while the requestor waits  
 17                   if reproduction facilities exist in the immediate  
 18                   area and no special machine warm-up or set-up is  
 19                   required.  
 20                   (b) When special machine warm-up or set-up or a trip  
 21                   outside the immediate area is required, the copies  
 22                   shall be run in conjunction with regular agency work  
 23                   and provided by the end of the following business  
 24                   day.  
 25                   (c) When a requestor has an urgent need for a copy re-  
 26                   quiring special machine warm-up or set-up or a trip  
 27                   outside the immediate area, he may be granted prior-  
 28                   ity service for an additional fee of (~~one~~) two  
 29                   dollars if this can be accomplished without disrupting  
 30                   essential functions.  
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(d) When a requestor asks that copies be mailed, a fee of fifty cents for the first ounce and ((ten)) eleven cents for each additional ounce shall be imposed. This fee may be waived if mailing is done for the convenience of the county.

NEW SECTION. SECTION 8. For the purpose of this ordinance only, the above fee schedule is hereby declared exempt from the provisions of K.C.C. 2.12.130 and shall take effect 10 days after enactment.

INTRODUCED AND READ for the first time this 16<sup>th</sup> day of January, 1978.

PASSED this 21<sup>st</sup> day of February, 1978.

KING COUNTY COUNCIL  
KING COUNTY, WASHINGTON

Bernice Stron  
Chairman

ATTEST:

Dorothy M. Owens  
Deputy Clerk of the Council

APPROVED this 23<sup>d</sup> day of February, 1978.

[Signature]  
King County Executive