

**CITY OF UNION GAP, WASHINGTON**  
**RESOLUTION NO. 26-41**

**A RESOLUTION** adopting a Public Records Act Disclosure Policy and establishing a fee schedule for Public Records Requests

**WHEREAS**, the City of Union Gap is committed to transparency and open government in accordance with the Washington State Public Records Act, Chapter 42.56 RCW; and

**WHEREAS**, the Public Records Act requires cities to make identifiable public records available for inspection and copying, subject to certain exemptions; and

**WHEREAS**, the City Council desires to establish clear procedures to ensure timely, consistent, and efficient responses to public records requests; and

**WHEREAS**, the City has developed a Public Records Act Disclosure Policy outlining processes for requesting, reviewing, and providing public records; and

**WHEREAS**, RCW 42.56.120 authorizes the City to impose reasonable charges for providing copies of public records; and

**WHEREAS**, the City Council finds it appropriate to adopt a fee schedule consistent with state law to recover costs associated with fulfilling public records requests; and

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF UNION GAP, WASHINGTON, HEREBY RESOLVES** as follows:

**Section 1. Adoption of Public Records Policy**

The City Council hereby adopts the City of Union Gap Public Records Act Disclosure Policy, attached hereto as *Exhibit A* and incorporated by this reference as if fully set forth herein.

**Section 2. Adoption of Fee Schedule**

The City Council hereby adopts the City of Union Gap Fee Schedule for Obtaining Public Records, attached hereto as *Exhibit B* and incorporated by this reference.

**Section 3. Implementation**

The City Clerk, or designee, is authorized and directed to administer the Public Records Act Disclosure Policy and fee schedule, and to make administrative adjustments as necessary to ensure compliance with applicable laws.

Section 4. Severability

If any section, subsection, paragraph, sentence, clause, or phrase of this Resolution is declared unconstitutional or invalid for any reason, such decision shall not affect the validity of the remaining portions of this Resolution.

Section 5. Effective Date

This Resolution shall take effect immediately upon its adoption.

**PASSED** this the 11<sup>th</sup> Day of May, 2026.

  
John Hodkinson, Mayor

ATTEST:

  
Lynette Bisconer, City Clerk

APPROVED AS TO FORM:

  
Quinn Plant, City Attorney