

**Executive Order  
Regarding Indexes of City Records**

Consistent with RCW 42.56.070(4), the undersigned City Manager for the City of Des Moines issues the following Executive Order:

1. The City Manager finds that it would be unduly burdensome for City staff to index each and every of the many varied City records, given the wide range of City activities, the limited staffing levels maintained in each City department, and/or the fact that a number of items referenced in RCW 42.56.070(3) and DMMC 1.20.080 are not generated or rendered by the City; and

2. The City Manager finds that the creation of a single index providing the intricate detail described in RCW 42.56.070(3) and DMMC 1.20.080 would interfere with City operations in that it would take an inordinate amount of staff time to develop and maintain; and

3. City departments are to maintain such indexes and file-maintenance systems that enable staff to operate efficiently and effectively in providing service to the community and the general public; and

4. Indexes that are maintained by particular departments for department use shall be available for public inspection and copying; and

5. Reiterating longstanding policy set forth in RCW 42.56.070(6) and DMMC 1.20.090, a public record may be relied on, used, or cited as precedent by the City against a party other than an agency and it may be invoked by the City for any other purpose if: (1) it has been indexed in an index available to the public; or (2) parties affected have timely notice (actual or constructive) of the terms thereof; and

5. This Executive Order ratifies and confirms any and all City actions taken before the effective date of this Order that are consistent with its intent and terms.

Issued this 19th day of June, 2009.

By:   
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Anthony A. Piasecki  
Des Moines City Manager