

Port of Kingston
Kitsap County, WA

RESOLUTION NO. 2024-12-18-03

A Resolution of the Commission of the Port of Kingston

RESOLUTION AUTHORIZING STAFF PERFORMING PUBLIC RECORDS FUNCTIONS TO ACCESS PORT COMMISSIONERS' E-MAILS

WHEREAS, it is recognized that correspondence sent or received by Port of Kingston Commissioners via e-mail and relating to Port business constitutes a public record; and

WHEREAS, from time to time, the Port receives a Public Records Act request which requires the production of correspondence between Port Commissioners and third parties; and

WHEREAS, such correspondence generally takes the form of e-mails or text messages; and

WHEREAS, for Port-related business, the Commissioners are encouraged to utilize their respective Port of Kingston e-mail account and Port issued cell phones so that texts and e-mails can be easily located and appropriately retained according to State of Washington Records Retention guidelines, thereby enhancing the Port's customer service function of providing prompt responses to Public Records Requests; and

WHEREAS, in those cases where a Commissioner is unable to use the Port of Kingston e-mail account for Port related business, the Commissioner is encouraged to send a carbon copy of any correspondence residing on an external e-mail account to the Commissioner's Port of Kingston e-mail account to fulfill the purposes described above; and

WHEREAS, in those cases where a Commissioner is unable to use the Port issued cell phone to send a text message or where the Commissioner receives Port related text messages on their personal cell phone, the Commissioner is encouraged to send a copy of such text messages to the Port's Public Records Officer to fulfill the purposes described above; and

WHEREAS, the Commission wishes to authorize access to Commissioner e-mails when necessary and appropriate to promptly fulfill the Port's duties under the Public Records Act.

THEREFORE, BE IT RESOLVED by the Board of Commissioners for the Port of Kingston as follows:

1. The Public Records Officer or their designee are authorized to access Commissioner e-mails as necessary and appropriate for the purpose of locating responsive records to Public Records Act requests.

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2. In addition to the foregoing, individual commissioners may authorize staff to monitor their e-mails to ensure that the Port captures any public records request that may have been sent directly to a commissioner.
3. In the event that the Public Records Officer or staff member, in performing the above functions, encounters an attorney-client privileged record or other sensitive document that may not be appropriate for them to view, the staff member shall notify the Executive Director or a commissioner for further direction before reviewing the record.

Passed by the Board of Commissioners for the Port of Kingston, Kitsap County, Washington at a Regular Meeting held this 18th day of December 2024.

**PORT OF KINGSTON
KITSAP COUNTY, WASHINGTON**

DocuSigned by:
Laura Gronnvoll
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Laura Gronnvoll, Commissioner

Signed by:
Steve Heacock
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Steve Heacock, Commissioner

DocuSigned by:
Mary McClure
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Mary McClure, Commissioner

Attest: DocuSigned by:
Greg Englin
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Greg Englin, Executive Director