

CITY OF SPOKANE EXECUTIVE ORDER	EO 2026-0003 LGL 2026-0008
TITLE: PUBLIC RECORDS INDEX	
EFFECTIVE DATE: July 24, 2026	
REVISION DATE IF APPLICABLE: This order supersedes Executive Order 2008-0005	

WHEREAS, RCW 42.56.070 requires all local agencies to maintain and make available a current index of all public records; and

WHEREAS, RCW 42.56.070(4) provides that a local agency need not maintain such an index, if to do so would be unduly burdensome, but it shall in that event:

(a) Issue and publish a formal order specifying the reasons why and the extent to which compliance would unduly burden or interfere with agency operations; and

(b) Make available for public inspection and copying all indexes maintained for agency use; and

WHEREAS, on November 4, 2008, Mayor Mary Verner issued Executive Order 2008-0005 determining that maintaining records indexes as required in RCW 42.56.070(3) is unduly burdensome and interferes with the operations of the City of Spokane; and

WHEREAS, the City continues to find that the development and maintenance of a City public records index would be extremely costly due to multiple City divisions, departments, boards, and commissions, which maintain separate databases, record-keeping processes, and systems in different locations; and

WHEREAS, the volume of records maintained by the City and the resources necessary to maintain a public records index preclude the ability to create, maintain, and keep current a public records index; and

WHEREAS, the City of Spokane seeks to update and replace the existing Executive Order 2008-0005 with this order.

NOW THEREFORE, LISA BROWN, MAYOR OF THE CITY OF SPOKANE, HEREBY ORDERS AND DIRECTS:

1. Pursuant to RCW 42.56.070(4), the City of Spokane finds that creating and maintaining a public records index is unduly burdensome.

2. Pursuant to RCW 42.56.070 (4), the City of Spokane is not required to maintain a current index of public records due to the above findings that the requirement is unduly burdensome and such a list is nearly impossible to create and/or maintain.
3. Pursuant to RCW 42.56.070, the City of Spokane shall make available for public inspection and copying all public records, unless the record falls within the specific exemptions.

Dated this 24th day of July 2026.

Lisa Brown
Mayor Lisa Brown

Attest:

Guadalupe R. Ruiz
City Clerk

Date of Publication: 7/29/2026

Effective Date: 7/24/2026

Approved as to form:

Michael J. Riccobello
City Attorney

