

**BOARD OF COUNTY COMMISSIONERS  
COUNTY OF KITTITAS  
STATE OF WASHINGTON**

**RESOLUTION AUTHORIZING THE CLOSURE OF THE KITTITAS COUNTY PUBLIC  
HEALTH DEPARTMENT ON DECEMBER 16, 2016**

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**RESOLUTION No. 2016 - \_\_\_\_\_**

**WHEREAS**, the Kittitas County Board of Commissioners has the authority, pursuant to RCW 36.16.100, to approve changes by resolution in the days and hours that County offices shall be kept open for the transaction of business; and

**WHEREAS**, the Kittitas County Public Health Department has requested that the department be closed to the public on December 16, 2016; and

**WHEREAS**, said closure is needed for the purpose of conducting the Kittitas County Public Health Department's annual archiving day in compliance with the records retention standards set out in Chapter 40.14 RCW requiring the destruction or transfer of older records to the Washington State Archives; and

**WHEREAS**, the Kittitas County Board of Commissioners authorizes said closure of the Kittitas County Public Health Department by action taken at a regular meeting; and

**NOW THEREFORE, BE IT HEREBY RESOLVED** that the Board of County Commissioners of Kittitas County, Washington authorizes approval of the request to change the hours of service for the Kittitas County Public Health Department such that the department will be closed to the public on December 16, 2016.

**ADOPTED** this \_\_\_\_ day of December, 2016.

**BOARD OF COUNTY COMMISSIONERS  
KITTITAS COUNTY, WASHINGTON**

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Obie O'Brien, Chairman

ATTEST:  
CLERK OF THE BOARD

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Paul Jewell, Vice-Chairman

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Julie A. Kjorsvik

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Laura Osiadacz, Commissioner