

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

**RESOLUTION REQUESTING ADOPTION OF CHANGE OF HOURS AT THE KITTITAS
COUNTY PUBLIC HEALTH DEPARTMENT**

RESOLUTION No. _____

WHEREAS, the Kittitas County Board of Commissioners has the authority, pursuant to RCW 36.16.100, to approve the change hours of service requested by Kittitas County Public Health Department; and

WHEREAS, the Kittitas County Public Health Department change of hours of service is adherent to the mandated County Personnel Policy, Chapter 2.20, County Office Hours Section 2.20.010; and

WHEREAS, the State of Washington requires public records of public health departments and districts to meet records retention standards set out in RCW 40.14.070 adopted on January 27, 2011; and

WHEREAS, the record retention standards requirements vary by type of record and require transferring older records to the Washington State Archives or destroying them; and

WHEREAS, the Kittitas County Public Health Department cannot meet the requirements of RCW 40.14.070 while being open to the public; and

WHEREAS, the Kittitas County Board of Commissioners approves closing the office for one day in order to meet these requirements,

NOW THEREFORE, BE IT HEREBY RESOLVED that the Board of County Commissioners of Kittitas County, Washington authorizes approval of the change of hours of service for Kittitas County Public Health Department to close the office to the public on December 14, 2011.

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

Commissioner Paul Jewell, Chair

Commissioner Alan Crankovich, Vice Chair

Commissioner Obie O'Brien

ATTEST:CLERK OF THE BOARD

Julie A. Kjorsvik