

**RESOLUTION NO 2019-01**

**BY THE BOARD OF COMMISSIONERS OF THE URBAN RENEWAL AGENCY OF  
MOSCOW, IDAHO:**

**A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE URBAN RENEWAL AGENCY OF MOSCOW, IDAHO, APPROVING GUIDELINES THAT IDENTIFY THE GENERAL SUBJECT MATTER OF ALL PUBLIC RECORDS MAINTAINED BY THE AGENCY; IDENTIFYING THE PHYSICAL LOCATION OF ANY SUCH PUBLIC RECORDS; DESIGNATING A CUSTODIAN TO RECEIVE PUBLIC RECORDS REQUESTS AND AN ALTERNATE CUSTODIAN; AUTHORIZING THE EXECUTIVE DIRECTOR TO TAKE APPROPRIATE ACTION; AND PROVIDING AN EFFECTIVE DATE.**

WHEREAS, Idaho Code § 74-119 requires the Urban Renewal Agency of Moscow, Idaho, an independent public body corporate and politic, authorized under the authority of the Idaho Urban Renewal Law of 1965, Chapter 20, Title 50, Idaho Code, as amended (the "Law"), a duly created and functioning urban renewal agency for Moscow, Idaho (the "Agency"), to adopt guidelines that identify the general subject matter of all public records maintained by the Agency, including the physical location of such records;

WHEREAS, Idaho Code § 74-119 further requires the Agency to designate a custodian to receive public records requests and an alternate custodian to help members of the public who want to request public records;

WHEREAS, the Agency has not formally adopted any guidelines, but complies with the requirements set forth in Chapter 1, Title 74, Idaho Code (the "Public Records Act"), concerning custody, retention and disclosure of public records;

WHEREAS, the Agency Board has prepared formal guidelines (the "Guidelines") as required by Idaho Code § 74-119, and as set forth in full below; and

WHEREAS, the Agency Board finds it in the best interests of the Agency and the public to approve and adopt the Guidelines.

NOW, THEREFORE, BE IT RESOLVED, BY THE BOARD OF COMMISSIONERS OF THE URBAN RENEWAL AGENCY OF MOSCOW, IDAHO AS FOLLOWS:

Section 1. That the above statements are true and correct.

Section 2. That the Guidelines set forth below are hereby approved and adopted by the Agency.

**GUIDELINES UNDER THE PUBLIC RECORDS ACT**

1. The subject matter of the public records kept or maintained by the Agency is related to the implementation of urban renewal plans, projects undertaken under any urban renewal plans, documents concerning strategic planning for new project areas, and general records including but not limited to, agendas, minutes, agreements, financing documents, e-mail communications and other correspondence, audit, financial records and annual reports.

2. The physical location of the public records kept or maintained by the Agency are: 221 E. Second Street, Moscow, Idaho 83843.

3. That the Board Clerk is designated as the primary records custodian to receive public records requests for the Agency;

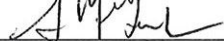
4. That the Executive Director is designated as the alternate records custodian to receive public records requests for the Agency;

Section 3. That this Resolution shall be in full force and effect immediately upon its adoption and approval.

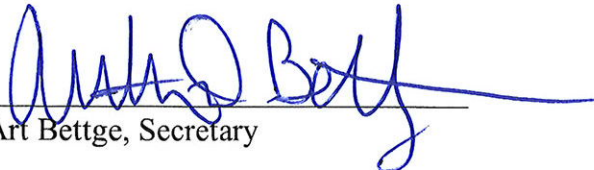
PASSED by the Urban Renewal Agency of Moscow, Idaho, on February 21, 2019. Signed by the Chair of the Board of Commissioners, and attested by the Secretary to the Board of Commissioners on February 21, 2019.



APPROVED:

By  \_\_\_\_\_  
Steve McGeehan, Chair

ATTEST:

  
\_\_\_\_\_  
Art Bettge, Secretary