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## MEMO

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**DATE: APRIL 6, 2020**  
**TO: MAYOR AND COUNCILMEMBERS**  
**FROM: MARISSA ORTIZ, CITY CLERK**  
**RE: CITY OF CONNELL ANNOUNCES TEMPORARY SUSPENSION  
OF CERTAIN PUBLIC RECORDS ACT REQUIREMENTS  
DURING COVID-19 PANDEMIC**

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The Governor's Proclamation 20-28, issued due to COVID-19, has temporarily suspended Public Records Act requirements for agencies to respond to public record requests within **5 business days of receipt**, and maintain business hours for public inspection and the copying of records for a **minimum of 30 hours per week**.

In response to the outbreak of COVID-19 city staff will continue to conduct city business and respond to public records requests and extend the response time period to **30 business days of receipt**.

The Proclamation will remain in effect until midnight on April 23, unless extended beyond that date. The City of Connell is dedicated to carrying out our duties as public servants to the best of our ability, including protecting the health and safety of the public.

Sincerely,

*Marissa Ortiz*  
City Clerk