Washington State Archives Search Instructions

How to Search for Meeting Packets:

1. In the "Search by Keyword" field type: Snohomish County Public Utility District. <mark>Do not hit search</mark>. Go to step 2.

2. Under Collections choose "Minutes and Meeting Records".

3. Hit Search; scroll down and click on "Snohomish County Public Utility District, Board Minutes, 1936-Present".

Skagit Conservation District Board, Minutes, 1943-2010	6
Snohomish City Council, Minutes, 1888-1984	65
Snohomish County Public Utility District, Board Minutes, 1936-2018	3189
Snohomish Health District, Board of Health, Minutes, 1958-2005	13
Snohomish School District #201 School Board, Minutes, 1944-2010	11

4. The Packet document type will be "Agenda". The meeting date will be to the right of the document type.

Party Name	Party Type	Committee	Document Type	Date Y/M/D	Image Exists
Board of Commissioners		Snohomish County Public Utility District #1	Agenda	1987/01/06	

How to Search for Minutes:

1. In the "Search by Keyword" field type: Snohomish County Public Utility District. <mark>Do not hit search</mark>. Go to step 2. (See Meeting Packets Instructions for examples).
2. Under Collections choose "Minutes and Meeting Records".
3. Hit Search; scroll down and click on "Snohomish County Public Utility District, Board Minutes, 1936-Present".
4. Select a date range to search for and hit enter.

5. The Minutes document type will be "Minutes". The meeting date will be to the right of the document type.

Party Name	Party Type	Committee	Document Type	Date Y/M/D	Image Exists
Board of Commissioners		Snohomish County Public Utility District #1	Minutes	2019/11/19	
Board of Commissioners		Snohomish County Public Utility District #1	Minutes	2019/11/20	

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How to Search for Resolutions:

1. In the "Search by Keyword" field type: Snohomish County Public Utility District. <mark>Do not hit search</mark>. Go to step 2. (See Meeting Packet Instructions for example).
2. Under Collections choose "Resolution Records".

3. Hit Search; scroll down and click on "Snohomish County Public Utility District, Board Resolutions, 1937-Present".

Snohomish County Auditor, Recorded Resolutions, 1976-1999	2
Snohomish County Public Utility District, Board Resolutions, 1937-2018	5909
Snohomish Health District, Board of Health, Resolutions, 1970-2005	26

4. For Resolutions before 2018, the Document number is the Resolution number. In the example below, 5835 is the Resolution from the December 19, 2017, meeting. For Resolutions from 2018 and after, the Resolution number will follow the underscore at the end of the line. In the dark blue section below, the Resolution number from the January 9, 2018, meeting is 5836.

	5835	2017/12/19	
	PUDCOMMN20180109_5836	2018/01/09	
	PUDCOMMN20180206_5837	2018/02/06	
	PUDCOMMN20180206_5838	2018/02/06	

How to Search for Meeting Audio:

1. In the "Search by Keyword" field type: Snohomish County Public Utility District.
2. Under Collections choose "Audio Records"
3. Hit Search

4. Select Snohomish County Public Utility District, Audio Recorded Meetings, 1936-Present
5. Select your search year in "Year From – Year To"