



# Public Records Request Form RCW 42.56

1205 Craftsman Way, Ste. 200, Everett, WA 98201; 425-259-3164 office; 425-252-7366 fax

Name of Requestor: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone \_\_\_\_\_ Email: \_\_\_\_\_

*Please describe below the record(s) you are requesting and any additional information that will help us locate the record(s) for you as quickly as possible. Please be specific.*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Action Requested:**

\_\_\_\_\_ Inspection only (available by appointment at the Port Administrative offices during Port office hours)

\_\_\_\_\_ Copy(ies) only (\$.15 per page or actual costs as charged by outside service, plus cost of postage & handling)

**I certify that any list(s) of individuals obtained through this request for public records will not be used for commercial purposes, pursuant to RCW 42.56.070.**

**Signature of Requestor:** \_\_\_\_\_ **Dated:** \_\_\_\_\_

Your request will be forwarded to the Public Information Officer. Unless otherwise notified, agency responses will be completed within five (5) business days, excluding holidays.

**For Internal Office Use Only**

Date Received: \_\_\_\_\_ Received by: \_\_\_\_\_ Initial Deadline: \_\_\_\_\_

Departments Routed to: \_\_\_\_\_ Date: \_\_\_\_\_

Other Departments involved: \_\_\_\_\_

E-mail Search: \_\_\_\_\_ Yes \_\_\_\_\_ No

Department(s) review of Request for Public Records: \_\_\_\_\_ Approved \_\_\_\_\_ Denied (in whole or in-part, please list reasons below) Comments from Department(s) supplying information: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Approximately how much time did it take to fulfill this request: \_\_\_\_\_

\_\_\_\_\_ Date

\_\_\_\_\_ Department Director's Signature

Port Attorney review of department response to Request for Public Records (if applicable): \_\_\_\_\_ Approved \_\_\_\_\_ Redacted or Denied

Cite Exemptions and reasons for denial/redaction: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Fees Charged: \_\_\_\_\_

Fees Paid: \_\_\_\_\_

**See Reverse Side for Additional Information**

The Port will provide copies of all public records and documents identified with specificity, as required by the Public Records Act. The Port is not required to create records not already in existence. However, responsive public records and documents will be made available, by appointment, so that interested persons can conduct their own inspection.

Pursuant to RCW 42.56.520, within five (5) business days of receipt of the Public Records Request, the Port shall (1) produce the records by either making the records available for inspection or copying the records; (2) acknowledge the Port's receipt of the request and provide a reasonable estimate of the time necessary in order to respond (if the records cannot reasonably be gathered within (5) days); (3) deny the request accompanied by an explanation and the exemption of the basis for denial; or (4) request clarification of the request.

The requestor is responsible for the payment of costs of copying records at fifteen cents (\$0.15) per page, or actual costs as charged by copy service, plus costs of postage & handling.