



Port Of Klickitat

154 E Bingen Point Way Ste. A
Bingen, WA 98605
509-493-1655

Public Records Disclosure Request

Full Name: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____ Phone: _____

E-mail: _____

Describe the records you are requesting and any additional information that will help us locate the records for you as quickly as possible. (Note: Failure to provide information sufficient to identify the records may cause delay. For more space, attach separate page with description).

- I prefer to inspect the records in person (available at the Port administrative office noted above during regular hours).
- I prefer copies of the records in:
 - Paper format only Native format (paper or electronic based on existing format)
 - Medium (IF ELECTRONIC RECORD): Electronic mail (E-Mail) Disc (CD-ROM or DVD-ROM)
 - Delivery (IF PAPER OR DISC): In person (at Port office) By U.S. Postal Service

Note: In-person inspection **without copying** is free. Fees for copying, postage, and disc(s) are charged pursuant to RCW 42.56.120 at the time of pickup or in advance of mailing. Records not already in electronic form cannot be provided via electronic mail or disc. Electronic records totaling over 10MB will be delivered via disc at requester expense. The Port does not fax records. See "Additional Information" (next page) for details.

I certify that any list(s) of individuals (i.e. natural persons) obtained through this request for public records will not be used for commercial purposes, pursuant to RCW 42.56.070(9).

Signature: _____ Date: _____

PLEASE MAIL OR HAND-DELIVER THIS FORM TO THE PORT AT THE ABOVE ADDRESS (PLEASE DO NOT FAX OR PHOTOCOPY)
ALL REQUESTS FOR PUBLIC RECORDS MUST BE RECEIVED IN THE PORT OFFICE

(FOR PORT USE ONLY)

Received: ___ / ___ / ___ By: Records Officer Other: _____

Reviewed: ___ / ___ / ___ By: Port Counsel Other: _____

Comments (if applicable): _____

Clarification Needed: No Yes — Requested: ___ / ___ / ___ Received: ___ / ___ / ___

Delay Expected: No Yes — Date Available: ___ / ___ / ___ Reason: _____

Deposit Required: No Yes — Amount (10% of total est. cost): \$ _____ Received: ___ / ___ / ___

Records Exempted/Redacted: None Some All
Records Not Found: None Some All
If any records exempted, redacted, or not found, attach log with explanation & applicable RCW.

Standard Copies (\$0.15/ea): \$ _____ Special Copies: \$ _____ Postage/Fax: \$ _____

Total Cost (copies plus postage/fax less deposit): \$ _____ Received: ___ / ___ / ___

Completed: ___ / ___ / ___ By: _____

Additional Information

(THIS PAGE IS INFORMATIONAL ONLY AND NOT PART OF THE PRECEDING FORM)

The Port asks all individuals or entities requesting public records, as defined in RCW 42.56.010(3), to cooperate with us in serving you by completing this form and mailing it to the Port. This helps us efficiently meet your needs and documents the details of your request. However, **completing and submitting this form is not required** to obtain Port records and all requests, with or without this form, are treated equally. Pursuant to RCW 42.56.080, the Port does not perform research, compile data, or provide information that is not the subject of an identifiable public record.

Procedures

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

The Port will provide copies of all public records and documents identified with specificity sufficient to permit location and retrieval as required by the Public Records Act (Chapter 42.56 RCW). The Port is **not required to create electronic copies of paper records, to conduct research or statistical analysis of records, or to create records not already in existence**. All public records and documents are available, by appointment, so that interested persons can conduct their own research and analysis. On-site review of records is coordinated by Port staff to protect records from damage or disorganization, preserve the integrity of the records during inspection, and respond to requests for copies.

When selecting "Paper format only", paper records will be photocopied and electronic records printed. When selecting "Native format", paper records will be photocopied and electronic records sent via electronic mail to the e-mail address provided) or stored on CD-ROM or DVD-ROM if requested or the total size of the electronic records exceeds ten megabytes (10MB). When selecting "In person (at Port office)", paper records and any electronic records stored on disc will be made available for pickup, in person, at the Port office during regular business hours. When selecting "Via U.S. Postal Service", paper records and any electronic records stored on disc will be delivered by mail. The Port does not fax records.

Costs & Charges

The requester is responsible for payment of copying costs and any applicable mailing costs pursuant to RCW 42.56.120. Letter, legal, and tabloid size black-and-white copies are charged at the rate of \$0.15 per page. Blueprints, photographs, and other non-standard or color copies, are charged at their actual cost to the Port. Postage is charged at the rate established by the United States Postal Service. CD-ROMs are charged at their actual cost to the Port. For requests expected to result in a large number of copies, the Port may require a ten percent (10%) deposit in advance based on its estimated total cost of the request. **Payment of all applicable charges is due at time of pickup or mailing**. When picking up copies at the Port office, the requester may call ahead for the total amount due. For requests to mail copies, the requester will be provided the total amount due at the completion of document copying (copies are mailed upon receipt of payment). **There is no charge to examine records at the Port office.**

Exemptions

In general, access to district records serves the public interest. However, the legislature has recognized that in certain cases the disclosure of information could run contrary to that interest. As a result, state law permits some information to be exempted from public disclosure. The Port will review records containing exempted information and may withhold exempted records or redact exempted information prior to inspection and release. Authorized exemptions include, but are not limited to:

- Personal information where disclosure would constitute an invasion of privacy as defined in RCW 42.56.050 and 42.56.210.
- Employment examination information as defined in RCW 42.56.250(1).
- Employment applications and related materials as defined in RCW 42.56.250(2).
- Employee contact information as defined in RCW 42.56.250(3).
- Records compiled while investigating a possible discriminatory or other unfair practice as defined in RCW 42.56.250(5).
- Real estate appraisals for proposed acquisition or sale as defined in RCW 42.56.260.
- Designs, computer source code, research data, etc. obtained within five years of the request as defined in RCW 42.56.270(1).
- Information supplied to the Port when required for an application for economic develop. funds as defined in RCW 42.56.270(4).
- Information collected and submitted to the Washington Dept. of Commerce (formerly CTED) as defined in RCW 42.56.260(12).
- Information regarding electronics recycling submitted to the Dept. of Ecology as defined in RCW 42.56.260(13).
- Production, mineral, and other information submitted to the Dept. of Natural Resources as defined in RCW 42.56.270(16).
- Drafts and other preliminary memorandums expressing opinions not publicly cited as defined in RCW 42.56.280.
- Records relevant to a controversy to which the Port is a party and not otherwise available as defined in RCW 42.56.290.
- Archaeological, historic, and ceremonial site locations as defined in RCW 42.56.300.
- Records from the Dept. of Employment Security for operational, research, and evaluation purposes as defined in RCW 42.56.410.
- Port security information as defined in RCW 42.56.420.
- Records of mediation communications privileged under Chapter 7.07 RCW as defined in RCW 42.56.600.