



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 in person (available in the Port administrative office at the address noted above during regular hours).
- I prefer Copied or Printed (\$0.15/pg) Electronic or Scanned (\$0.05/4 files or \$0.10/scan) Native Format (see prev. fees)
- Received: In person (free at Port office) Delivered (paper records/CD-ROM via US Mail at actual cost, electronic records via e-mail at \$0.10/GB)

In-person inspection **without copying/printing/scanning** is free. Fees for copying, printing, scanning (to PDF), media, mailing, transmission, etc. are charged pursuant to RCW 42.56.120 at the time of pickup or in advance of mailing/transmission. Electronic/scanned records over 10MB each or 100MB total may be provided via CD-ROM at requester expense. Records cannot be delivered via fax. See next page for additional 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: _____

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

(FOR PORT USE ONLY)

Received: ___ / ___ / ___ By: _____

Reviewed: ___ / ___ / ___ By: Records Officer 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
For records exempted, redacted, or not found, attach log with explanation & applicable RCW.

Standard Copies (\$0.15/pg): \$ _____ Oversize Copies (at cost): \$ _____ Scanned (\$0.10/scan): \$ _____

Electronic (\$0.05/4 files): \$ _____ CD-ROM/Other Fees (at cost): \$ _____ Transmission (\$0.10/GB): \$ _____

Mailing (at cost): \$ _____ Total Cost (all charges less deposit): \$ _____ Received: ___ / ___ / ___

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

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 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 provide or compile information, conduct research or statistical analysis, create records not already in existence, or create electronic versions of paper records.** 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 supervised 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 "Copied/Printed", paper records are photocopied and electronic records printed. When selecting "Electronic/Scanned", electronic records are duplicated in their native format and paper records are scanned. When selecting "Native format", paper records are photocopied and electronic records duplicated in their native format. Electronic and scanned records over 10MB each or 100MB total may be provided on CD-ROM at requester expense. When selecting "In person (at Port office)", paper records/records stored on CD-ROM will be available for pickup at the Port office during regular business hours and electronic records will be sent via electronic mail. When selecting "Delivered", paper records/records stored on CD-ROM will be delivered via the U.S. Postal Service and electronic records will be sent via electronic mail. **Requester must provide a mailing address if requesting records be "Delivered" and an e-mail address if selecting "Electronic/Scanned" or "Native Format". Records cannot be delivered via fax.**

Costs & Charges

Charges for public records, set forth in RCW 42.56.120, are as follows: Letter/legal/tabloid size copied/printed records at \$0.15/page; Scanned records at \$0.10/page; and Electronic records at \$0.05/4 files. Copied/printed/scanned blueprints, photographs, and other non-standard or oversize documents are charged at their actual cost to the Port. Delivery of records by mail is charged at the rate established by the U.S. Postal Service. In addition, CD-ROMs are charged at their actual cost to the Port. Delivery of records by electronic mail is charged at the rate of \$0.10/gigabyte. 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, requester may call ahead for the total amount due. For records "delivered", requester is provided the total amount due at the completion of document production (records delivered on receipt of payment). **There is no charge to examine records at the Port office.**

Exemptions

In general, access to records serves the public interest. However, the legislature has recognized in certain cases the disclosure of information could run contrary to that interest. Thus, state law permits certain information to be exempted from 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.