



Port of Pasco
PO Box 769
1110 Osprey Pointe Blvd, Suite 201
Pasco, WA 99301
Attn: Vicky Keller, Public Records Officer
(509) 547-3378

REQUEST FOR PUBLIC RECORDS

(Customer – please fill out)

Date: _____

Time of Day: _____

Requestor Name: _____

Requestor Address: _____

() Telephone: _____

() Fax or e-mail contact: _____

(Please mark contact preference)

Records Requested: _____
(or attach description)

Assembling public records for inspection is accomplished free of charge, and no fee will be charged for inspection of the public records. In accordance with the Port of Pasco Resolution 1462, a fee may be charged for both hard copy and/or electronic records.

Please select the following:

- () Requestor would like to inspect the record(s)
- () Requestor would like copies provided without inspection (copy fee may apply)
- () Requestor would like inspection prior to deciding if copies are necessary

Within 5 business days of receiving a public records request, the Port will:

- (1) Make the records available for inspection or copying or the requestor may be provided the Port's internet address and link to the records requested that are available on the website;
- (2) If copies are requested and payment of deposit for the copies, if any, is made or terms of payment are agreed upon, send the copies to the requestor;
- (3) Acknowledge the request and provide a reasonable estimate of when records will be available;

- (4) If the request is unclear or does not sufficiently identify the requested records provide, to the greatest extent possible, a reasonable estimate of the time that will be needed to respond to the request, and request clarification from the requestor. Such clarification may be requested and provided by telephone. The public records officer or designee may revise the estimate of when records will be available; or
- (5) Deny the request. The request can only be denied if it is not an actual request for public records, a record does not exist, or if the record in its entirety is legally exempt from disclosure denying the request (you will be provided with an explanation if a record or a portion of a record is not provided due to a legal exemption).

Disclosure of Lists: Per RCW 42.56.070(9) Washington State law prohibits the disclosure and use of lists of individuals for commercial purposes. If I or someone else uses these records for commercial purposes, I may violate the rights of the individuals named and I may be liable for damage. "Commercial purposes" means that the person requesting the record intends that the list will be used to communicate with the individuals named in the record for the purpose of facilitating profit-expecting activity. Dated this _____ day of _____, _____.

Signature of Requestor

For office use only

Fee Amount _____ (Includes copy charge and postage, if applicable)

Calculation of fee _____

Date available _____

Date paid _____

Date Request Completed _____