



Port of Pasco
904 E. Ainsworth
Pasco, WA 99301
Attn: Public Records Officer (509) 547-3378

REQUEST FOR PUBLIC RECORDS

(Please fill out completely)

Date: _____

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. If copies are requested, copy costs, adopted by Port resolution, are restated on this form.

Please select the following:

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

Response time: Within 5 business days of receiving a public records request, the Port will respond by either (1) providing the record; notifying you of availability, (2) acknowledging receipt of the request and providing a reasonable estimate of time for records availability, (the Port may ask for clarification if the request is objectively unclear), (3) 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).

For office use only

Fee Amount _____

Calculation of fee _____

Date available _____

Date paid _____

Request filled by _____

Disclosure of Lists: 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 _____, 20__.

Signature of Requestor