

CHAPTER 4

POLICY ON PUBLIC INFORMATION REQUESTS

1. **Public Records / Available:** All public records of the Port are to be available for public inspection and copying pursuant to this policy except as otherwise provided by RCW 42.56.210 (certain personal and other records exempt). Public records shall normally be available Monday through Friday 8:30 am to 12:00 pm and 1:00 pm to 4:30 pm excluding legal holidays. Public agencies are NOT required to create records that do not already exist.

2. **Request for Public Information:** Requests for information should be in writing; sufficiently specific to reasonably identify the information requested and may be provided by email, verbally or over the phone. Requests should also contain the name and address of the person making the request and the date it was presented to the Port. The Port shall review requests and respond as quickly as is reasonable. No fee will be charged for the inspection of Public Records; however, for copies there may be a fee. Fees may be invoiced at the time information is given and due upon receipt of information. Charges assessed will be an amount necessary to reimburse the Port for its actual costs incident to such copying and within the legal limit of State law, currently at 15¢. RCW 42.56.070 and 42.56.120 allow for the per page charge and actual postage and packaging may also be charged to the person making the request, if applicable.

3. **Exemptions:** The Port reserves the right to determine that a Public Record requested in accordance with the procedures outlined in this policy is exempt from disclosure under provisions of RCW 42.56.210. In addition the Port reserves the right to delete identifying details when it makes available or publishes any public record, in any case when there is reason to believe that disclosure of such details would be an invasion of personal privacy protected by RCW 42.56.210. Exemptions and / or deletions will be justified in writing at the time of decision.

Any person who objects to the denial of a Public Record has the right to petition for prompt review of the decision. This petition must be in writing and specific in nature.

Revised 11/5/13