



PORT OF KENNEWICK

REQUEST FOR PUBLIC RECORD

1. Date and time of day request being made: _____
Date Time

2. Description of the requested information*:

**Please note there will be an administrative charge of \$.15 per page for all documents requested.*

The Port will respond within five business days of receiving this request by:

- Providing the requested record, or
- Acknowledging receipt of the request and providing a reasonable estimate of time to respond, or
- Denying the request, or
- Seeking clarification of request

Washington State law, RCW 42.17.260(9), prohibits the use of public record list of individuals for commercial purposes. The undersigned acknowledges that if he/she uses, or allows other to use, such records for commercial purposes, they may violate the rights of the individuals listed and may be liable for damages. "Commercial purposes" means with 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.

I certify that any lists of individuals obtained through this request for public record will not be used for commercial purposes.

DATED this _____ day of _____, 20__.

Signature

Printed Name

Address

City, State, Zip

Telephone Number

APPROVAL FOR RELEASE OF RECORDS:

Tim Arntzen, Executive Director OR _____
Craig Walker, Port Counsel