



# PORT OF KENNEWICK

## REQUEST FOR PUBLIC RECORD

Date and time of day request being made: \_\_\_\_\_  
Date Time

Requested By: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
Street City State Zip

Telephone: \_\_\_\_\_ Fax No.: \_\_\_\_\_ Email Address: \_\_\_\_\_

For Inspection (*Inspection is Free*): \_\_\_\_\_ To Be Copied (Please see charges below): \_\_\_\_\_

Specify Documents Requested (If needed, continue on reverse side):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Pursuant to RCW 42.56.070 (9), the Port of Kennewick is not authorized to provide access to lists of individuals for commercial purposes. Is the list of individuals being requested for commercial purposes?  
 Yes  No  Not Applicable

*Inspection and copy of identifiable Port documents or a response to this request shall be provided promptly and not to exceed five (5) working days. Staff will promptly notify their supervisor or designee of any anticipated delay and the reason for the delay. Should the requested information be deemed exempt from disclosure, the requester shall be notified in writing.*

*The Port of Kennewick charges \$.15 per page for standard black and white photocopies; however, the Port may elect to use a commercial copying center. The Port of Kennewick charges out-of-pocket costs for nonstandard copies (color copies, blueprints, or photographs), out-of-pocket costs for outside services, and out-of-pocket costs for postage/shipping.*

### **BELOW FOR STAFF USE**

# \_\_\_\_\_

Date/time request received at POK: \_\_\_\_\_ Received by: \_\_\_\_\_ Forwarded to: \_\_\_\_\_  
 Requested in writing  Requested by phone  Requested in person

Documents sent to attorney for review?  Yes  No Date: \_\_\_\_\_

Date and time requester was notified documents were available for viewing: \_\_\_\_\_

Date and time requester viewed documents: \_\_\_\_\_ Date copies provided, if requested: \_\_\_\_\_

Reason request was denied, if applicable: \_\_\_\_\_

Other Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

#### **Copy Charges**

Standard Black & White Photocopy: \_\_\_\_\_ @ \$0.15 per page = \$ \_\_\_\_\_

Information copied to CD: \_\_\_\_\_ @ Actual cost to reproduce = \$ \_\_\_\_\_

Out-of-Pocket Cost for Nonstandard Photocopy (color copies, blueprints, photographs): = \$ \_\_\_\_\_

Out-of-Pocket Cost for Postage/Shipping: = \$ \_\_\_\_\_

**TOTAL CHARGE:** \$ \_\_\_\_\_

Date Paid: \_\_\_\_\_ Cash \_\_\_\_\_ Check \_\_\_\_\_ Processed by: \_\_\_\_\_