



POLICY AND PROCEDURE FOR PUBLIC RECORD REQUESTS

PERTAINING TO RCW 42.56.070

Public Records Request:

- Contact the Port of Dewatto Public Records Officer (*PRO*) via phone, email, letter, or in person.
- Inform the *PRO* what records are being requested, how you would like them received. If there are a lot of records, they will be mailed to the requestor and if electronic, it may take more than one transmission to receive them. The Port *PRO* has the right to determine how the records are sent.
- The Port *PRO* will respond within 5 (five) business days. Business days begin on the first business day post the request. Weekends and holidays are excluded.
- Business days are only the days the office is open for business.
- The *PRO* will ask for the following:
 1. Name, to include first and last.
 2. A working phone number.
 3. What records are being requested.
 4. Address for the records to be mailed or emailed.
- The *PRO* will also inform requestor that the records may be reviewed at no cost as long as they are reviewed in the office by appointment only.
- If the requestor would like to receive copies of the records after the review, the *PRO* will supply the requestor with a 30 (thirty) day response time to receive them.
- If there are more than 10 pages, each additional page will cost \$0.15 cents per page or the cost of electronic storage media.
- The requestor will pay all postal fees associated with mailing the records and be paid prior to mailing.
- If the Port chooses to hire an outside firm to complete the duplicates for the request, the requestor will pay the actual costs associated with fulfilling the records request.
- Records may be picked up in person by appointment and/or phone call prior to arrival.
- The *PRO* will make every effort to obtain the records. If the records are not available or do not exist, the requestor will be informed, and the case may or may not be closed at that time.
- The Port of Dewatto, *PRO* and any additional staff abide by the Public Records Act and RCW 42.56.070.
- The Port of Dewatto will provide a clear exemption log if needed.
- If staff, other than the Public Records Office at the Port of Dewatto encounters a request for records, they are to refer them to the *PRO*.

- The Commissioners, and staff to include the Public Records Officer, must complete training within 90 days of hire.
- The Commissioners are required to update their public records training within, four years of their initial 90-day training and within four years hereafter.
- The PRO will continue annual training and report any changes to the Commission and update the policy as needed.
- All public records questions will be referred to the PRO.

Public Records Act

The state Supreme Court has stressed the need for all local governments to provide a clear exemption log providing the following information:

- (1) a description of the document that the local government is claiming to be exempt;
- (2) the date of the document;
- (3) the author or sender of the document;
- (4) the recipient(s) of the document;
- (5) the number of pages claimed as exempt; and
- (6) the specific exemption relied upon, with an explanation of how the exemption applies to the withheld document.

Public Records Officer, Jeana Crosby _____

Commissioner, Raymond Mow, District # 2 _____

Commissioner, Richard (Ted) Edwards, District # 1 _____

Commissioner, David Haugen, District # 3 _____