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Phone: 360-331-5494 Fax: 360-331-5414  
www.portofsouthwhidbey.com

### REQUEST FOR PUBLIC RECORDS

Date of Request: \_\_\_\_\_

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Daytime Phone \_\_\_\_\_ Email: \_\_\_\_\_

Description of records (include dates, as applicable):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date Desired: \_\_\_\_\_

Upon locating responsive documents I request:

- |  |   |
|--|---|
| <input type="checkbox"/> Inspection only                   | <input type="checkbox"/> Print records only           |
| <input type="checkbox"/> Copy all                          | <input type="checkbox"/> Electronic records only      |
| <input type="checkbox"/> Inspection, copy selected pages   | <input type="checkbox"/> Print and electronic records |
| <input type="checkbox"/> I will pick up records when ready | <input type="checkbox"/> Mail records at my expense   |

\* Copying, data transfer and postage fees will apply and must be paid before documents will be delivered.

Note: The Public Records Act ensures that existing documents/records will be provided, not that new documentation will be created.

If I have requested a list of individuals, I certify that the information obtained through this public disclosure request will not be used for commercial purposes (RCW 42.56.070 (9))

The Port of South Whidbey cannot respond to your request to inspect or copy a record unless this form and declaration on non-commercial use has been completed and signed.

Requestor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\* Public Records Request Fee Schedule:

Scanned documents: .10 per page      Electronic files: .05 for every 4 files      Photo copies: .15 per page

\*\* EMAIL COMPLETED FORM TO: support@portofsouthwhidbey.com

**TO BE COMPLETED BY PORT PERSONNEL**

- No identifiable record can be located
- The record you requested is exempt from disclosure by law. (see below)
- Additional time is necessary to process your request per RCW 42.56.520. (see below)
- The records were picked up in person. Signature: \_\_\_\_\_
- The amount of \$ \_\_\_\_\_ for \_\_\_\_\_ copies was paid upon receipt.
- Records will be mailed when amount billed of \$ \_\_\_\_\_ has been received.
- Portions of the record(s) are exempt from disclosure and have been redacted. (see below)

**RCW 42.56 PUBLIC RECORDS ACT**

- The document(s) you requested are exempt and/or portions of the document(s) you requested are redacted for the Following reason(s) checked below:
  - 1. Residential addresses and phone numbers, personal wireless numbers, personal email addresses, social security numbers and emergency contact information for employees or volunteers of a public Agency and the names, dates of birth, personal email addresses, social security numbers and emergency contact information of dependents of employees or volunteers of a public agency that are Held by any public agency in personnel records are exempt for disclosure. RCW 42.56.250 (3).
  - 2. Attorney – client privileged communication(s) and/or attorney work product are exempt from disclosure. RCW 42.56.070 (1); RCW 5.60.060(2)a; RCW 42.56.290
  - 3. Personal information in files maintained for employees, appointees or elected officials to the extent Disclosure would violate their right to privacy. RCW 42.56.230(2)
  - 4. Other \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

In accordance with RCW 42.56.520, additional time is needed to clarify the intent of the request, locate and assemble the information requested, notify third parties affected by the request and/or determine whether any of the information request is exempt and that a denial should be made to any or all parts of the request.

I anticipate (additional) documents, if any will be released on \_\_\_\_\_.

This is a partial or installment release. If payment is not received or records are not claimed, the Port of South Whidbey is not obligated to fulfill the balance of this request. RCW 42.56.120

If you have any questions or concerns about your Public Records Request, please call the Public Records Officer at 360-331-5494.

This response was completed for the Port of South Whidbey by \_\_\_\_\_.

On \_\_\_\_\_.

**PLEASE NOTE: Local governments are NOT required to create new documents to comply with the Public Records Act.**