



## **Public Records Request Form**

Port of Edmonds | 471 Admiral Way Edmonds, WA 98020 | 425 774-0549 | [info@portofedmonds.gov](mailto:info@portofedmonds.gov)

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

Name of Requestor: \_\_\_\_\_

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

Email Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Request Made: ☐ in Person ☐ by Mail ☐ by Email

How would you prefer to be notified when the records are available?

☐ by Mail ☐ by Telephone ☐ by Email

Please describe below the record(s) that you are requesting and any additional information that will help us locate the record(s) for you as quickly as possible. Please be as specific as possible.

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Action Requested:

\_\_\_\_\_ Inspection only (available by appointment during Port Administration office hours)

\_\_\_\_\_ Hard Copy(ies) only (subject to the current rate schedule for public records requests)

\_\_\_\_\_ Electronic Version (subject to the current rate schedule for public records requests)

I certify that any list(s) of individuals obtained through this request for public records will not be used to commercial purposes, pursuant to RCW 42.56.070.

Signature of Requestor \_\_\_\_\_ Date \_\_\_\_\_

**Your request will be forwarded to the Public Records Officer. Unless otherwise noted, agency responses will be completed within 5 business days of receipt, excluding holidays.**

### **See Page 2 for Additional Information**

The Port will provide copies of all public records and documents identified with specificity, as required by the Public Records Act. The Port is not required to create records not already in existence.

Pursuant to RCW 42.56.520 within five (5) business days of receipt of the Public Records Request, the Port shall (1) produce the records by either making the records available for inspection or copying/scanning the records; (2) acknowledge the Port's receipt of the request and provide a reasonable estimate of the time necessary in order to respond if the records cannot reasonably be gathered within five (5) business days; (3) deny the request accompanied by an explanation and the exemption of the basis for denial; or (4) request clarification of the request.

The requestor is responsible for the payment of costs of copying or scanning the records

#### **Fees**

Fifteen cents (\$.15) per page plus sales tax for photocopies of public records or for printed copies of electronic public records when requested by the person requesting records.

Ten cents (\$.10) per page plus sales tax for public records scanned into an electronic format.

Five cents (\$.05) per each four electronic files or attachment uploaded to email plus sales tax, cloud-based data storage service, or other means of electronic delivery.

The actual cost of any digital storage media or device provided by the agency plus sales tax, the actual cost of any container or envelope used to mail the copies to the requestor plus sales tax, and the actual postage.