

147 Schoen Lane POB 53
Eastsound WA 98245-0053
360.376.5285 360.376.6062(F)
orcasairport@rockisland.com
www.portoforcas.com

REQUEST FOR PUBLIC RECORDS, RCW 42.56

The Port of Orcas attempts to maintain its records in a reasonably organized manner. The Port of Orcas will take reasonable actions to protect records from damage and disorganization. A requestor shall not take Port of Orcas records from the Port of Orcas offices without the permission of the public records officer or designee. A variety of records is available on the Port of Orcas website at www.portoforcas.com. Requestors are encouraged to view the documents available on the website prior to submitting a records request.

Any person wishing to inspect or copy public records of the Port of Orcas should make the request in writing on the Port of Orcas' request form, or by letter, fax, or e-mail addressed to the public records officer and including the following information:

- Name of requestor;
- Address of requestor;
- Other contact information, including telephone number and any e-mail address;
- Identification of the public records adequate for the public records officer or designee to locate the records; and
- The date and time of day of the request.

If the requestor wishes to have copies of the records made instead of simply inspecting them, he or she should so indicate and make arrangements to pay for copies of the records or a deposit.

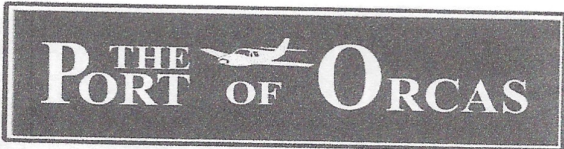
A form is available for use by requestors at the office of the public records officer and on-line at www.portoforcas.com

The public records officer or designee may accept requests for public records that contain the above information by telephone or in person. If the public records officer or designee accepts such a request, he or she will confirm receipt of the information and the substance of the request in writing.

The Port of Orcas will make records available for inspection and copying during its customary office hours, Monday-Friday 8:00am-4:30pm.

The Port of Orcas will provide full access to public records. The public records officer will process requests in the most efficient manner. Within five business days of receipt of the request, the public records officer will do one or more of the following: **1)** make the records available for inspection or copying; **2)** if copies are requested and payment of a deposit for the copies, if any, is made or terms of payment are agreed upon, send the copies to the requestor; **3)** provide a reasonable estimate of when records will be available; or **4)** if the request is unclear or does not sufficiently identify the requested records, request clarification from the requestor. Such clarification may be requested and provided by telephone. The public records officer or designee may revise the estimate of when records will be available; or **5)** deny the request.

- The Port of Orcas will make space available for the inspection of public records.
- Some records are exempt from disclosure, in whole or in part.
- The requestor must claim or review the assembled records within thirty days of the Port of Orcas' notification to him or her that the records are available for inspection or copying.
- A requestor must give an agency reasonable notice that the request is being made pursuant to the act.
- The requestor must request an 'identifiable record' or 'class of records' before the Port of Orcas must respond to the request.



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**PORT OF ORCAS
REQUEST FOR PUBLIC INFORMATION RCW 42.56**

Name of Person Making Request (PRINT): _____

Address of Person Making Request: _____

Other Contact Information: Phone: _____ e-mail: _____

Other _____

Identification of the public records requested adequate for the public records officer or designee to locate the records

Date of Request: _____

Public Records Officer/Designee _____ Date/Time Received _____

Method of Request ___ in person ___ phone/fax ___ writing ___ e-mail ___ other: _____

Notification of Compliance _____ date _____ method _____ date request closed

Public Records Officer/Designee closing request (Signature) _____

For documents not available on the website, or for those not e-mailed as attachments to the person making the request, the Port of Orcas may charge not more than \$0.15/page (8½" x 11") for copies made to fulfill a request. Mailing charges (postage and envelopes) are invoiced at cost.

Exemptions from public inspection and copying found in WAC 44-14-06002

- General
- 'Privacy'
- Attorney-Client privilege
- Deliberative process
- Commercial use
- Trade secrets