PORT OF WOODLAND

Public Records Request Form

The Port of Woodland is committed to provide all citizens access to Port information per Public Records Act RCW 42.56. Public records requests must be completed to provide the public records officer all the information and detail pertaining to specific records. Requesters cannot remove documents from the viewing area or disassemble or alter any document. The requestor will indicate which documents they wish the Port to copy. There is no fee for inspecting public records. The Port will respond to a request within 10 (ten) business days by either 1) providing the record requested ; 2) acknowledging the Port has received the request or 3) deny the request. Additional time may be required for substantial records requests and will communicate the expected time required and issues regarding the required time needed in written form within the ten business days.

Please review additional requirements, fees and information pertaining to records requests at www.portofwoodland.com.

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To be completed by Port of Woodland Public Records staff

Name: _____

Date of Request: _____

Time: _____

Request received via: In Person by Fax By Mail By E-mail

To be completed by requester

Requester's Name: _____

Telephone: _____

E-mail: _____

Address: _____

Action Requested:

For inspection only (available at the Port office at 1608 Guild Road, Woodland, WA)

Copy(ies) to be delivered (Please check one)

By mail Pickup in person By fax: _____

By e-mail: _____

Please note: copying, postage and CD fees, if applicable pursuant to RCW 42.56.120. Faxes are limited to (2) pages or will be either emailed or mailed. For larger files, a CD will be used due to data transfer limitations and cost efficiency.

I certify that any list(s) of individuals obtained through this request for public records will not be used for commercial purposes, pursuant to RCW 42.56.070(9).

Signature: _____ Date: _____

Submit the form via a scanned complete form via email to recordsrequest@portofwoodland.com , by mail to Port of Woodland, 1608 Guild Road, Woodland, WA 98674 or in person to the Port office at 1608 Guild Road, Woodland, WA.

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To be completed by Port of Woodland Staff

Records request received: _____ By Port Staff: _____

Reviewed: _____ By Port Staff: _____

Comments: _____

_____

Clarification Needed: No Yes Requested: _____ Received: _____

Delay Expected: No Yes Date Available: _____

Reason: _____

Deposit Required: No Yes Amount: _____

Deposit Received: No Yes Amount Received: _____

Records Exempted/Redacted: No Some All

Standard Copies ($0.15 each page): _____ Special Copies: _____ Postage/Fax/CD Cost: _____

Total Cost _____ (less deposit) Received: _____

Completed: _____ By Port Staff: _____