

Port of Clarkston
849 Port Way
Clarkston, WA 99403
(509) 758-5272 - Office
(509) 758-1746 - Fax

PUBLIC RECORDS REQUEST

ALL REQUESTS FOR PUBLIC RECORD(S) MUST BE SUBMITTED TO THE _____. [i.e., Port Manager Wanda Keefer or Economic Development Specialist Beth Larson] at office@portofclarkston.com.

Please be as specific as possible as to the record(s) requested. The document title, date and other identifying information will help us locate the record(s).

Please indicate by number next to the record(s) requested whether you want to #1) receive copies of the record(s); or #2) inspect the record(s) and select the one(s) to be copied.

There is a 15¢ per page charge for standard copies (single side 8½ x 11). There is a \$1.00 per CD charge for electronic copies. Charges for non-standard copies, such as engineering drawings will be based on the actual cost to the Port. There is no charge for inspection.

DESCRIPTION OF RECORD(S) REQUESTED:

Within five (5) days of your request, the Port will (1) provide the copies requested; or (2) make the record(s) available for inspection; or (3) acknowledge your request and provide an estimate as to the time needed to respond; or (4) seek clarification as to the identity of the record(s) requested; or (5) deny the request in whole or in part.

If you have requested copies of record(s) (#1 above) you may pick them up at the Port Office upon notification of their availability; or you may arrange with the Port to have them mailed to you.

Please be advised the Port is not authorized to "provide access to lists of individuals requested for commercial purposes..." (RCW 42.56.070(9)). The requester hereby certifies that this public records request is not made for such a purpose.

DATED this _____ day of _____, _____.

Signature _____
Printed Name _____
Address _____
City/State/Zip _____
E-Mail _____
Phone _____
Fax Number _____

FEES

Standard copy charge @ 15¢ per page: \$ _____
Other (Refer to current Records Index & Fee Schedule) \$ _____
TOTAL FEES DUE: \$ _____

Receipt No. _____ Date: _____

Documents Provided: Date _____ Mailed Picked Up