

Important Information Regarding Public Records Requests

Public records requests may include:

- Name, address and contact information for requestor;
- Sufficient description of public records to aid in the location and production of the requested items; and
- Date of request.

The designated public records officer will make records available for inspection and copying by appointment during normal business hours, excluding legal holidays. 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. Please read the [Fee Schedule](#) for printing and copying details.

Response to Records Requests

Within five business days of receiving a public record request the port must respond by either 1) providing the record; 2) acknowledging that the port has received the request; or 3) denying the public records request. Additional time required to respond to a request may be based upon the need to clarify the intent of the request, to locate and assemble the information requested, to notify third persons or agencies affected by the request, or to determine whether any of the information requested is exempt and that a denial should be made as to all or part of the request.

Some Records Exempt from Disclosure

The Public Records Act (Title 42.56 RCW) lists types of documents exempt from public inspection and copying. Other laws also prohibit disclosure of certain records.

Special Considerations

If a requestor has not reviewed or claimed records within thirty (30) days of notice that records are available or fails to make payment, the public records officer may close the request.

If requested records contain information that may affect the rights of others, before providing the records, the public records officer or designee may give notice and allow time for action by the other parties.

Requesting Review of Denials

A requestor may send a written petition to the public records officer in order to have any disclosure denial reviewed.

RCW 42.56.530 states that: *Whenever a state agency concludes that a public record is exempt from disclosure and denies a person opportunity to inspect or copy a public record for that reason, the person may request the attorney general to review the matter. The attorney general shall provide the person with his or her written opinion on whether the record is exempt.*

A requester may also obtain a court review. See (RCW 42.56.550) for more information.