

**PORT OF COLUMBIA COUNTY
PUBLIC RECORDS REQUEST: FORM A**

REQUESTOR INFORMATION:	DATE: _____
Request is for: <input type="checkbox"/> Inspection of Public Records	<input type="checkbox"/> Copies of Public Records
Name: _____	
Mailing Address: _____	
City, State, Zip: _____	
Email Address: _____ Daytime Phone: _____	
Preferred Method of Contact: <input type="checkbox"/> Mail <input type="checkbox"/> Phone <input type="checkbox"/> Email _____	
If available, do you wish to get a certified copy of the records requested? <input type="checkbox"/> Yes <input type="checkbox"/> No	

PUBLIC RECORD INFORMATION:
What type of records are you requesting? (e.g., annual report, aerial photos, meeting minutes, correspondence, staff reports, etc.) Be as specific as possible. If you need more room, please attach additional sheets of paper. _____
For what time frame? (July 1994 to present; most current; last two years, etc.) _____ _____

There is no charge to you for making a public records request and receiving an estimate of the cost to fulfill your request. The Port will acknowledge receipt of your request within five (5) business days (excluding weekends and legal holidays). The acknowledgement will state whether the Port is the custodian of the requested records. Within ten (10) business days after the Port issues an acknowledgement, the Port will advise you of the estimated costs to fulfill your request. All costs must be prepaid before any further work is performed. Costs of fulfilling this Public Records request may include the staff hourly rate plus costs to locate records, review records, to delete exempt material, supervise the inspection of records, copy records, certify records, and mail records, including time spent searching for records regardless of whether staff is able to locate the requested records. If payment is not received after 60 days, this request will be marked closed. After payment, the response is complete when the Port does any of the following: (a) provides access to the requested documents; (b) asserts any applicable exemptions to disclosure; (c) separates out any material that is exempt from disclosure; (d) cites any applicable law that prevents it from responding to the request and states that the requester can seek legal review of the decision. Most records are available for public inspection but are Port of Columbia County property. Nothing can be altered, added, or removed from these records. Photographing documents is not permitted. Allowing the inspection and/or copying of Public Records in the custody of Port of Columbia County is not meant to waive or restrict any copyright, proprietary, confidentiality, privilege, exemption from disclosure, or other rights in said documents. This Public Records Request is subject to all other Port of Columbia County rules and policies, including the Fee Schedule (Exhibit B), Port Resolution 2008-15 and any amendments or revisions thereto.

I HAVE READ AND AGREE TO COMPLY WITH THE ABOVE CONDITIONS:

Signature

Date