

Port of Benton

3250 Port of Benton Blvd.
Richland, WA 99354
Phone: (509) 375-3060
Fax: (509) 375-5287



Request for Public Record

Date of Request _____ Time of Request _____

Specify records requested (or attach description)

Please select one of the three methods provided:

- Requester will inspect records on-site.
- Requester would like copies provided without inspection.
- Requester would like to inspect records and make copies as needed

The Port will respond within five business days of receiving this request by either providing the requested record, acknowledging receipt of the request and providing a reasonable estimate of time to respond, denying the request of seeking clarification of the request.

Washington State law, RCW 42.56.070 (9), prohibits the use of public record lists of individuals for commercial purposes. The undersigned acknowledges they are not using the requested records for commercial purposes.

Name (print) _____ Signature _____
 Address _____ City _____ State _____
 Telephone Number _____ Zip _____
 Dated this _____ day of _____, 20____ E-mail Address _____

BELOW FOR STAFF USE

Date received by PoB _____	Number of records requested _____	Received by _____
Standard B&W Xerographic Copies _____	@ \$0.15 per page	= \$ _____
Information copied to CD _____	@ Actual cost to reproduce	= \$ _____
Color copies, blueprints, photographs _____	@ Actual cost to reproduce	= \$ _____
Shipping/Handling _____		= \$ _____
Other out of pocket costs _____		= \$ _____
	TOTAL CHARGE	= \$ _____

- RELEASE OF RECORDS APPROVED
- RELEASE OF RECORDS DENIED

Scott D. Keller, PPM® Executive Director

Thomas A. Cowan, Port Counsel

E-mail form to kelly@portofbenton.com or drop it off at the
Port of Benton office, 3250 Port of Benton Blvd., Richland

I certify that the records/information obtained through this request will not be used for commercial purposes