

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 or 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 _____

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

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

David J. Billetdeaux, Port Counsel