

PORT OF POULSBO
P.O. BOX 732, POULSBO, WASHINGTON 98370

REQUEST FOR PUBLIC RECORDS

TO BE COMPLETED BY REQUESTER:

DATE OF REQUEST: _____ TIME: _____

NAME: _____ PHONE NUMBER: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

PHONE: _____ EMAIL: _____

I WOULD LIKE TO (mark all that apply):
 Inspect the public records
 Obtain copies of the public records

DESCRIBE THE RECORDS YOU ARE REQUESTING: _____

IF REQUESTING COPIES, IN WHAT FORMAT WOULD YOU PREFER TO RECEIVE THEM?

Print: ____ Tape: ____ CD/DVD: ____ Flash Drive: ____ Email: ____

I certify, under the penalty of perjury, that the list of names and/or addresses obtained through this request for public records will not be used for any commercial purposes.

I understand and agree to the terms and conditions outlined in Section 10, Fees—Copies of Public Records, of the Port's *Request For Public Records Policy*.

SIGNATURE: _____

PLEASE PRINT NAME: _____

TO BE COMPLETED BY THE PUBLIC RECORDS OFFICER:

DATE RECEIVED: _____ TIME: _____

RECORDS OFFICER: _____

- Request: was forwarded to the Port Attorney for assistance,
 was NOT forwarded to the Port Attorney for assistance.
- Records: are available for inspection or copying (attach copy of letter to requester required by Section 7).

- are not identifiable and a request for clarification was made on this date _____ by email or letter (attach copy of letter to requester required by Section 7),
- may be available, but more time is needed to respond (attach copy of letter to requester required by Section 7),
- are not available because they are exempt (attach copy of letter to requester required by Section 7),
- partially available for inspection or copying as some portion of the records are exempt and have been withheld and/or redacted (attach copy of letter to requester required by Section 7),
- are not available because no responsive records exist (attach copy of letter to requester required by Section 7).

Signature of Records Officer

Date

- Request closed because:
- copies were inspected or provided to requester,
 - no response was received to request for clarification and requester was notified request has been closed (attach copy of letter to requester required by Section 7),
 - records were exempt in their entirety and requester was notified of exemptions,
 - no payment was received from requester and requester was notified that the request has been closed (attach copy of letter to requester required by Section 7).

*Signature of Records Officer (or Port Attorney
 if request handled by the Port Attorney)*

Date

<i>For Port Use</i>	
Number of print copies _____	
Number of tapes _____	
Number of CD/DVDs _____	
Number of flash drives _____	
Number of faxes _____	
TOTAL CHARGE _____	