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## Public Information Request

The Port of Columbia will make available for inspection and/or photocopying all public records unless exempt from disclosure under section 42.56 of the Revised Code of Washington (RCW).

**Charges:** There is no charge for reviewing documents or files at the Port office, and there is no charge to receive documents via email already on file electronically - However \$.05 per side is charged for scanning any document, \$.15 per side is charged for photocopying letter and legal size documents and \$.25 per side is charged for color and 11"x17" copies. If you request that records be mailed to you, the actual envelope and postage cost will also be incurred.

**Hours:** Public records are available for inspection at the Port office Monday - Friday from 10:00 a.m. to 4:00 p.m. (excluding legal holidays). An appointment with a 48 hour minimum notice is required.

The Port reserves the right to determine that a requested public record is exempt from disclosure under the provisions of RCW § 42.56. In addition, the Port reserves the right to delete identifying details when, by making said public records available, there could be an invasion of personal privacy protected by RCW § 42.56.

*Please complete the following:*

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Email address: \_\_\_\_\_

Record(s) Requested (Review Photocopy Electronic): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

*A check or money order (no cash/cards) payable to the Port of Columbia must be submitted with photocopy requests.*

I, (print name) \_\_\_\_\_, understand and certify that if the above-requested information contains lists of individuals, said information will not be used for commercial purposes.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### For Port Use Only:

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_  
Delivered by: \_\_\_\_\_ Date: \_\_\_\_\_  
Amount received: \$ \_\_\_\_\_ Check # \_\_\_\_\_ Money Order # \_\_\_\_\_ Date: \_\_\_\_\_

**The Port of Columbia's mission is to maximize public resources and private investment to create jobs, provide infrastructure, and maintain and improve the economic vitality of Columbia County and its communities.**