



1 Port Way  
Dayton, WA 99328  
509-382-2577  
509-382-8993 fax  
[angela@portofcolumbia.org](mailto:angela@portofcolumbia.org)

## Rules and Regulations for Public Information Request

In accordance with State of Washington RCW 42.56, the Port of Columbia will protect public records from damage or disorganization and furnish requested information to any member of the public as long as that information is not considered privileged, confidential or exempt as further outlined by RCW's.

Public records requests can be made in person, by mail, fax, or electronically. All requests must be submitted in writing using the Port of Columbia Request for Information form available at the Port of Columbia office or on our website at [www.portofcolumbia.org](http://www.portofcolumbia.org). Requests for records should be directed to:

Port of Columbia Public Records Officer  
Angela Smith  
1 Port Way  
Dayton, WA 99328  
509-382-2577  
509-382-8993 fax  
[angela@portofcolumbia.org](mailto:angela@portofcolumbia.org)

Public records are available for inspection at the port office Monday through Friday from 10:00 A.M. to 4:00 P.M (excluding legal holidays). Any review of records must not disrupt regular port business and an appointment with 48 hours minimum notice is required. Records may not be removed from the premises and may not be disassembled or altered in any way.

Upon receiving a request for records, the Port shall, within five (5) business days, respond by: (1) providing the record, (2) acknowledging receipt of the request and providing a reasonable estimate of the time the Port will need to respond to the request; or (3) denying the records request. Additional time may be required to respond to a request because of the need to seek clarification, locate and assemble the information requested, notify third parties or agencies affected by the request, or to determine whether any of the information requested is exempt and that a denial should be made as to all or part of the request (RCW 42.56.520).

Once the records have been assembled, you will be notified that the records are available for your review. Copies of records can be requested after the review is completed, or you may request to have copies made without conducting a review of the files. An invoice will be

**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.**

included with all electronic records requests when charges for scanned documents have been incurred.

Fee Rates:

No charge for records requests to be supplied via email where an electronic copy already exists

5 cents per side, per scanned page for standard letter, legal and 11" x 17" documents

15 cents per side, per photocopied page, for letter and legal size copies of documents

25 cents per side per photocopied page, for color and 11"x17" documents

Payment for copies must be made by check or money order payable to the Port of Columbia (cash and credit/debit cards are not accepted).