



**EXHIBIT "A"**  
**REQUEST FOR ACCESS TO PUBLIC RECORDS**  
**POLICY 903**

**The form entitled "Request for Access to Public Records" may be used by persons or organizations to request access to records held by the Port of Olympia.**

The form will be completed and distributed as follows:

1. A copy to be retained by the Port Records Officer processing the request for Port use.
2. A copy to the Port Department specific to the request for access and locating of the public records.
3. A final completed copy to the requester for the access to public records upon completion of Port official response.

**A] FORM NAME: REQUEST FOR ACCESS TO PUBLIC RECORDS**

1. NAME AND DEPARTMENT OF THE PERSON ACCEPTING THE REQUEST: Enter the name and department of the Port employee who receives the request.
2. DATE AND TIME OF REQUEST: Enter the date and time the request is received.
3. HOW THE REQUEST IS RECEIVED: Check the box on the way the request is received. Requests may be received electronically if Section One of the REQUEST FOR ACCESS TO PUBLIC RECORDS is fully completed and returned to the Port of Olympia.

**B] SECTION ONE: REQUEST FOR RECORD(S) (to be completed by requester)**

1. NAME: Enter the name of the requester for the access to public records.
2. ADDRESS: Enter the mailing address of the person making the request.
3. TELEPHONE: Enter the telephone number of the person making the request.
4. ACTION REQUESTED: Check the item that indicates what action is requested.
  - a. For inspection only. Public records may be available for inspection at the Port of Olympia administrative offices during Port office hours. RCW 42.17.280. No fee will be charged for the inspection or location of public documents.
  - b. Copy(ies). Specify the number of copy(ies) requested and if the copy(ies) is to be delivered by mail, fax, or to be picked up in person. There is a copy fee of 10 cents a page or the actual costs as charged by a copy service plus the actual costs of postage and handling.
5. RECORD(S) REQUESTED: Describe as specifically as possible the records(s) requested.

6. SIGNATURE OF REQUESTER: Enter the signature of the person making the request. I.D. may be required for verification by the Public Records Officer accepting the request. A valid Driver's License or one piece of identification containing a photograph and signature will be considered sufficient ID. The Port may require additional identification procedures when necessary.
7. DATE: Enter the date of the person signing the request for access to public records.

**C] SECTION TWO: PORT OF OLYMPIA RESPONSE**

1. Check the appropriate box indicating the action by the Public Records Officer processing the request.
2. Note: According to RCW 42.17.320, responses by the Port to requests will be made promptly within five business days form the time a fully completed request is submitted.
3. Note: Copies will be released only upon payment. Payment will be accepted by check or cash. There is a copy fee of 10 cents a page or the actual costs as charged by a copy service, plus the actual costs of postage and handling.
4. SIGNATURE OF PORT PUBLIC RECORDS OFFICER: Enter signature of Port Public Records Officer. All requests must be signed by the Port Public Records Officer to be valid.
5. SIGNATURE OF PORT OFFICER PROCESSING REQUEST: Enter signature of the Port Officer processing the request, if different from the Port Public Records Officer.