

GRANT COUNTY INTERNATIONAL AIRPORT  
7810 ANDREWS ST NE SUITE 200  
MOSES LAKE, WA 98837  
T (509)762-5363  
F (509)762-2713



## Request for Public Records

---

Date: \_\_\_\_\_  
Requestor Name: \_\_\_\_\_  
Requestor Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Telephone: \_\_\_\_\_  
Fax or e-mail contact: \_\_\_\_\_  
\_\_\_\_\_  
Records Requested: \_\_\_\_\_  
(or attach description) \_\_\_\_\_  
\_\_\_\_\_

Assembling public records for viewing is free of charge. If copies are requested, a \$0.15/copy fee will be assessed.

**Please select the following:**

- Requestor would like copies provided without viewing (copy charges apply)
- Requestor would like to view records prior to deciding if copies are necessary

---

**Response time:** within five business days after receiving a public records request, the Port will respond by either:

1. Providing the record(s); notifying you of availability
2. Acknowledging your request and giving you a reasonable estimate of how long it will take to fully respond; or
3. Denying the request in writing, with reasons for the denial (this could also include a denial of part of your request and granting of the remainder).

**Disclosure of Lists:** Washington State law prohibits the disclosure and use of lists of individuals for commercial purposes. If I or someone else uses these records for commercial purposes, I may violate the rights of the individuals named and I may be liable for damage. "Commercial purposes" means that the person requesting the record intends that the list will be used to communicate with the individuals named in the record for the purpose of facilitating profit-expecting activity.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_. Signature of Requestor \_\_\_\_\_

*For office use only:*

Fee Amount \_\_\_\_\_  
Calculation of Fee      # of copies x \$.15 Plus 7.9% WSST/DVD \$.50 each  
Date Available \_\_\_\_\_  
Date Paid \_\_\_\_\_  
Request Filled By \_\_\_\_\_