

**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**

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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

**We will acknowledge the receipt of your request within 5 days and provide an approximate response date.**

Port records are available to the public by request, subject only to the exceptions contained in the Washington State Public Records Act 42.56 <https://apps.leg.wa.gov/RCW>.

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 \_\_\_\_\_

**Note:** The Port is not authorized to provide public records consisting of a list of individuals for commercial use refer to **RCW 42.17.260(9)/ 42.56.070(9)**. By policy, and as allowed by law, the Port does not maintain an index of records as it would be unduly burdensome to index all the Port's records given the wide range of Port activities, limited staff availability and the excessive amount of time it would take to develop and maintain such an index.

*For office use only*

Fee Amount \_\_\_\_\_  
 Calculation of Fee # of copies x \$.15 Plus 8.2% WSST/DVD \$.50 each \_\_\_\_\_  
 Date Available \_\_\_\_\_  
 Date Paid Request \_\_\_\_\_  
 Filled By \_\_\_\_\_