

Resolution 2016-2

Interim Policy for Public Records Act (PRA) Requests

Whereas the Washington State Revised Code of Washington (RCW Chapter 42.56) provides Public Records Act (PRA) regulations for all public agencies, including Port Districts, and

Whereas the Port of Illahee, a small public port, without the administrative benefits of an office or staff is unable to comply with several of the administrative requirements of the PRA that presume a larger agency with the administrative support of offices and staff, and

Whereas the Port of Illahee in order to comply to the maximum extent possible with the intent of the PRA, hereby establishes the following interim policy until a more formal policy is established:

- 1. The Port of Illahee has established a new website to be a repository of all Port public records, and will continue to upload all current public documents to its website, portofillahee.com, with historical document uploading to complete not later than the end of calendar year 2016.**
- 2. With the Port's public documents on the website, public access to Port documents is available 24/7.**
- 3. The PRA statute describes procedures for agencies to provide copies of public documents that presume copiers and staff to make the copies. In order to comply with this requirement, copies of documents can be obtained by contacting an outside copy service of the requester's choice to go to the Port website to obtain the desired documents, with the requester responsible for copying fees.**
- 4. For Port public records that may be in transition, i.e., documents that have not yet been transferred to the website, a Public Records Request, noting the requested documents, can be made by contacting the Port's Public Records Officer by mail: Port of Illahee, Public Records Officer, P.O. Box 2357, Bremerton, WA 98310. Note that Port of Illahee mail is retrieved from the Post Office weekly.**
- 5. Once the request has been received the Port will respond in five business days as required by statute, with either copies provided as required or with a link to the Ports website where electronic records can be accessed and copied per policy item #3.**
- 6. After the completion of the uploading of all of the Port's historical public documents, a formal Public Record Act policy will be formulated.**


Commissioner Schaefer


Commissioner Aho


Commissioner Magill