



# Access to The Northwest Seaport Alliance Public Records Records Management POLICY Number: **IT-03**

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## 1. POLICY STATEMENT

The Northwest Seaport Alliance is committed to public accountability and operates in compliance with the Washington State Public Records Act, [Chapter 42.56 RCW](#) which requires public agencies to make identifiable, non-exempt public records available for inspection and copying upon request and to publish procedures to inform the public how access to public records will be accomplished.

## 2. POLICY GUIDELINES

### A. Definitions:

Term	Definition
Public record	A writing, regardless of physical form, containing information relating to the conduct of government or the performance of any governmental or proprietary function, prepared, owned, used or retained by the Northwest Seaport Alliance. These include commission records.
Writing	Broadly defined, a writing means handwriting, typewriting, printing, photostating, photographing, and any other means of recording any form of communication, including, but not limited to, letters, words, pictures, sounds or symbols or their combinations; papers, maps, magnetic or paper tapes, photographic film and prints, motion picture, film and video recordings, magnetic or punched cards, discs, drums, diskettes, sound recordings, and other documents including data compilations from which information may be obtained or translated. An email is a writing.

Identifiable Record	An identifiable record is one in existence at the time the records request is made and that Port staff can reasonably locate.
Exempt Records	All agency records are available to the public unless they are specifically exempted or prohibited from disclosure by state law, either directly in RCW 42.56 or other statutes.

**B. Guidance:**

The Public Records Officer will oversee compliance with the Public Records Act, but may designate other staff members who may process requests for public records. Each Northwest Seaport Alliance department is to designate a records coordinator who will act as the liason with the Public Records Officer and department staff to coordinate identification and and collection of records in response to public records requests

### 3. RESOURCES/FORMS/LINKS

Access to Public Records Procedure 7005

### 4. HISTORY

Issued: August 4, 2015

Revised:

Reviewed:

This is the most current version of this policy/procedure. The signed original is maintained by Human Resources.

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**John Wolfe**  
**Chief Executive Officer**

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**Date**



THE NORTHWEST  
SEAPORT ALLIANCE

## Access to The Northwest Seaport Alliance Public Records Procedure

Procedure Number: **7005**

Associated Policy: Access to The Northwest Seaport Alliance Public Records Policy

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### 1. PROCEDURE

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#### Public Records Officer (PRO)

The PRO will oversee compliance with the Public Records Act, but may designate other staff members to process requests for public records. Any person wishing to request access to public records or seek assistance in making a request should contact the PRO.

The Northwest Seaport Alliance Public Records Office can be contacted at:

[PublicRecordsRequest@nwseaportalliance.com](mailto:PublicRecordsRequest@nwseaportalliance.com)

Phone: 800.657.9808

Fax: 253.593.4588

Public Records Office  
The Northwest Seaport Alliance  
PO Box 2985  
Tacoma, WA 98401-2985

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#### Providing “fullest assistance”

These procedures identify how the Northwest Seaport Alliance will provide full access to public records, protect records from damage or disorganization, prevent excessive interference with other essential functions of the agency, provide fullest assistance to requestors and provide the timeliest response to public records requests.

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**Availability of Public Records**

The Northwest Seaport Alliance provides access to public records related to [Public Meeting Records](#) on our website [nwseaportalliance.com](http://nwseaportalliance.com). Note: All Procurement and Awarded Contract details are posted to the individual home port websites [Port of Seattle Contracts](#) or [Port of Tacoma Contracts](#) after the contract is awarded and signed.

Northwest Seaport Alliance public records requests are processed and stored in our online system, NextRequest. Previously released records can be searched on NextRequest. Access to NextRequest is provided via the request link on the Northwest Seaport Alliance website or at <https://nwseaportalliance.nextrequest.com/>.

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**No duty to create records**

The Northwest Seaport Alliance is not required to create new records, collect or analyze information, or conduct legal research under the Public Records Act.

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**Making a Records Request**

Requests for identifiable public records can be made by completing the request form on the Northwest Seaport Alliance website. <http://nwseaportalliance.com/public-records-request>. An initial response will be sent to the requester within five (5) business days.

Records requests are processed through NextRequest. NextRequest provides a reliable and simple online public disclosure request process, eliminating the need for requests to be sent via email or through .pdf forms. It also allows the requests to be tracked and ensures they will not get missed or overlooked. Requests can also be mailed, emailed or faxed to the contact information above.

General questions or requests for information are not typically Public Records Requests. To request general information about the Northwest Seaport Alliance that you can't locate on our website, email <mailto:info@nwseaportalliance.com> or call 800.657.9808.

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**Initial Request Response**

Within five (5) business days of receipt of the request, the PRO will do one or more of the following:

- Make any identifiable responsive records available for inspection or copying;
- Acknowledge that the request has been received and provide a reasonable estimate of when records will be available;
- If the request is unclear or does not sufficiently identify

the requested records, request clarification in writing from the requestor.

- Deny the request.

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**Reasonable estimate of time to fully respond**

If we are not able to respond with records within the five- business-day period, the PRO will provide a reasonable estimate of the time it will take to fully respond to the request. Additional time may be needed to clarify the scope of the request, locate and assemble the records, redact exempt information, prepare a privilege log, notify third party persons or agencies affected by the request and/or consult with the Northwest Seaport Alliance’s attorneys about whether the records are exempt from disclosure.

Should an extension of time be necessary to fulfill the request, the PRO will provide a revised estimate and explain the changed circumstances that make it necessary.

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**Providing copies of records**

Responsive records will be delivered by posting to the online system, NextRequest, unless another delivery method is requested. Electronic records are provided in the common native format, .pdf, .jpg or .tiff.

A requester can request responsive records be made available for viewing or download on our FTP (File Transfer) site, in email, photo copies, copied to DVD or at our Administration Building for inspection.

Electronic delivery and in-person inspection are provided at no cost. For photocopied records or records provided on DVD, cost details are outlined in the “Cost of providing records” section.

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**Later discovered documents**

If, after the PRO has informed the requestor that the Northwest Seaport Alliance has provided all available records, the Northwest Seaport Alliance becomes aware of additional responsive documents that existed on the date of the request, the PRO will promptly inform the requestor of the additional documents. The documents will be provided on an expedited basis.

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**No duty to supplement responses**

The Northwest Seaport Alliance is not obligated to hold current records requests open to respond to requests for records that may be created in the future. If a public record is created or comes into the possession of the Northwest Seaport Alliance after a request is received by the Northwest Seaport Alliance, it is not responsive to the request and will not be provided. A new request must be made to obtain later-created public records.

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**Exempt and Prohibited Disclosure of Public Records**

The Northwest Seaport Alliance is not required to release records for which public disclosure is prohibited, restricted or limited by state or federal statute or regulation. Exemptions are listed in the Public Records Act, while others are found elsewhere in Washington state and federal law. Many of these exemptions are designed to protect privacy rights and legitimate business interests.

If the Northwest Seaport Alliance believes that a record is exempt from disclosure and should be withheld, the PRO will state the specific exemption and provide a brief explanation of why the record or a Northwest Seaport Alliance exemption of the record is being withheld.

Additional information regarding statutes may be found on the [Municipal Research Service Center's](#) (MRSC) website. Locate publication: "Public Records Act for Washington Cities, Counties and Special Purpose Districts", Appendix C.

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**Allowed Costs**

Per state law, the Northwest Seaport Alliance is not allowed to charge for locating a public record or for making records available for review or inspection. The Northwest Seaport Alliance may charge for the actual costs of copying public records by internal resources or external resources like a commercial vendor. This provision includes responses to public records requests for electronic records. The Public Records Officer has the discretion to waive charges for small requests, or for individuals or government agencies doing business with the Northwest Seaport Alliance if the Public Records Officer determines that this action is in the best interest of the Alliance.

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**Fee Schedule**

<b>Item</b>	<b>Cost Each</b>	<b>Internal/External Provider</b>
FTP site (File Transfer)	No Charge	Internal
Electronic via email	No Charge	Internal
Black & White Paper Copy	\$.15/page or actual cost	Internal or External
Scan Paper to Electronic Copy	\$.15/page or actual cost	Internal or External
Color Paper Copy	Current commercial rate	Internal or External
CD/DVD and case	\$5.00	Internal
Non-Routine formats Ex: photographs, blueprints, tape recordings	Current commercial rate	External Provider
Mailing / Shipping Cost	Actual Cost of Shipping plus mailing container	External Provider

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## 2. RESOURCES/FORMS/LINKS

[PublicRecordsRequest@nwseaportalliance.com](mailto:PublicRecordsRequest@nwseaportalliance.com)

<https://www.nwseaportalliance.com/public-records>

[Managing Members Meeting Records](#)

[Chapter 42.56.230 RCW](#)

[Municipal Research Service Center's](#)

[Access to Northwest Seaport Alliance Public Records Policy IT03](#)

## 3. CONTACTS/RESPONSIBILITIES

Subject	Contact	Phone	Email
Approval	Debbie Givens	253-593-4507	<a href="mailto:dgivens@nwseaportalliance.com">dgivens@nwseaportalliance.com</a>
Interpretation and Guidance	Diane Jordan	253-428-8639	<a href="mailto:djordan@nwseaportalliance.com">djordan@nwseaportalliance.com</a>
Form	Diane Jordan	253-428-8639	<a href="mailto:djordan@nwseaportalliance.com">djordan@nwseaportalliance.com</a>

## 4. HISTORY

Issued: August 4, 2015

Revised:

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This is the most current version of this policy/procedure. The signed original is maintained by Human Resources.

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**Deborah Givens**  
**Public Records Officer**

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**Date**