

## 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**