

Access to Port Public Records

POLICY Number: IT03
Records Management



1. POLICY STATEMENT

The Port of Tacoma is committed to public accountability and operates in compliance with the Washington State Public Records Act, [RCW 42.56](#) 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 Port of Tacoma. 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.

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 Port of Tacoma department is to designate a records coordinator who will act as the liaison with the Public Records Officer and department staff to coordinate identification and collection of records in response to public records requests.

3. RESOURCES/FORMS/LINKS

[Access to Public Records Procedure](#)

4. HISTORY

Issued: 7/1/2008
Revised: 6/20/2014
Reviewed: 6/20/2014

This is the most current version of this policy/procedure and replaces all previous versions. The signed original is maintained by Human

John Wolfe
Chief Executive Officer

7/1/2014
Date
