



2702 W. Sunset Boulevard, Suite A
Spokane, WA 99224
wgc@wagrains.org
FAX: 509-456-2812

REQUEST FOR PUBLIC RECORDS

After submitting a request, you will receive a response from the Washington Grain Commission within 5 business days. If a response is not received within that time frame, please contact the WGC at wgc@wagrains.org or by calling 509-456-2481 and requesting to speak with the Records Officer.

Requestor Information - Please Print

First Name _____

Last Name _____

Email Address _____

Mailing Address _____

City _____ State _____ Zip _____

Telephone _____

Preferred Format/ Delivery: On-Site Inspect Mail-Paper Mail-USB/CD E-mail

Record Request Information: Please be as specific as possible in describing the record(s) being requested.

If additional space is required, please provide details on a separate sheet of paper.

AGREEMENT TO PROTECT LISTS OF INDIVIDUALS FROM USE FOR COMMERCIAL PURPOSES (RCW 42.56.070(9))

By signing below, I hereby agree that any listing of individuals provided to me by the Washington Grain Commission shall not be used for any commercial purpose by myself or by any organization I represent. I will protect the list of individuals and/or information from access by anyone who may use it for the purpose of contacting the individuals named therein or otherwise personally affecting them in furtherance of any profit-seeking activity.

Intended use of list (if applicable): _____

I understand that I may be charged \$0.15 per paper copy and actual duplication cost to copy items such as taped recordings, as well as actual cost of mailing. By signing below, I agree to the agency's policy and would be willing to accept scanned copies of paper records, in lieu of paper copies. I also understand the agency will notify me of any potential charges before supplying copies of records.

I understand the contents of the above provisions and will comply with the terms thereof.

Requester's Signature _____

Date of Request _____

- 1) All the commission's public records are available for disclosure except as otherwise provided by chapter 42.56 RCW or any other law.
- 2) The commission will respond promptly to requests for disclosure. E-mail requests will be handled in the same manner as other types of mail received by the commission. Public records request received by e-mail after regular business hours will be considered received on the next business day. Within five business days of receiving a public records request, the commission will respond by doing one or more of the following:
 - a) Make the records available for inspection or copying;
 - b) Send the copies to the requester if copies are requested and payment of a deposit for the copies is made or terms of payment have been agreed upon;
 - c) Provide a reasonable estimate of when the records will be available;
 - d) Request clarification from the requestor if the requester is unclear or does not sufficiently identify the requested records. Clarification may be requested and provided by telephone; or
 - e) Deny the public records request.
- 3) The public records officer may revise the estimate of when records will be available when it is necessary to clarify the request, to locate and assemble the information requested, to notify third persons or agencies affected by the request, or to determine whether any of the information requested is exempt from disclosure.
- 4)
 - a) Some records are exempt from disclosure, in whole or in part. If the commission believes that a record is exempt from disclosure and should be withheld, the commission will provide a written statement of the specific exemption and provide a brief explanation of why the record or a portion of the record is being withheld.
 - b) If only a portion of a record is exempt from disclosure, the commission will redact the exempt portions, provide the nonexempt portions, and indicate to the requestor why portions of the records are being redacted
- 5) In the event the requested records name a specific person or pertain to a specific person and may be exempt from disclosure, the commission may, prior to providing the records, give notice to others whose rights may be affected by the disclosure. Sufficient notice will be given to allow affected persons to seek an order from a court to prevent or limit the disclosure. The notice to the affected persons will include a copy of the request.
- 6)
 - a) The public records officer may provide access for inspection and copying of records in installments when the request is for a large number of records.
 - b) The public records officer may stop searching for the remaining records and close the request if within thirty days the requestor fails to claim or inspect records in one or more of the installments.
 - c) The commission has the discretion to determine the order in which it responds to requests for public records based on staff and resource availability, the size of the request, and the ease in locating or duplicating the records requested.
- 7) The public records officer will close the request and indicate to the requestor that the commission has closed the request when the requestor:
 - a) Withdraws the request;
 - b) Fails to provide clarification when requested by the commission;
 - c) Fails to fulfill obligations to inspect the records; or
 - d) Fails to pay the deposit or pay the final payment for the requested copies.
- 8) If, after the commission has informed the requestor that it has provided all available records, the commission becomes aware of additional responsive records existing at the time of the request, it will promptly inform the requestor of the additional records and provide them on an expedited basis.

AGENCY USE ONLY

DATE REQUEST RECEIVED	DATE GIVEN TO REQUESTER TO HAVE REQUEST FULLFILLED	WGC EMPLOYEE(S) WORKING TO FULLFILL REQUEST
	DATE REQUEST FULLFILLED	COMMENTS: