

# ACCESS TO PORT PUBLIC RECORDS

## EX-19 POLICY AND PROCEDURE as of 05/12/2025



Supersedes EX-6 Procedure

Original: 4/1/66 (Care/Custody/Control of Documents/Records; 8/1/79 (Records Retention; 1/1/83 (Public Access to Port Records), 12/28/2016 (Access to Port Public Records)

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The Public Records Act, RCW 42.56 (“PRA”), 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.

The purpose of this Policy and Procedure is to provide the public full and timely access to information concerning the conduct of the Port, mindful of individuals’ privacy rights and the desirability of efficient administration. These procedures will be guided by the provision of the PRA describing its purposes and interpretation. This Policy and Procedure is applicable to all Port departments including the Port Police.

### Section 1: Definitions

The Public Records Act includes legal definitions of certain terms that are used in this Policy. The definitions below are not intended to replace the definitions in the PRA, but to provide a “plain language” summary of the PRA’s definition to provide greater clarity to Port staff and to members of the public.

- a. **Record:** Any form of document that contains information related to any Port function or conduct that is prepared, owned, used, or held by the Port. This includes all types of documents (both physical and electronic), e-mails and other electronic communications, pictures, photographs, videos, and digital files of any type.
- b. **Identifiable Record:** An identifiable record is one that exists at the time a public disclosure request is made, and that Port staff can reasonably locate.
- c. **Exempt and Non-Exempt Records:** All Port records are available for review by the public unless they are specifically exempt or prohibited from disclosure by state law, either directly in RCW 42.56 or other statutes. The Washington State Attorney General’s Office Sunshine Committee maintains an up-to-date and complete list of current exemptions and prohibitions on their website at: <https://www.atg.wa.gov/sunshine-committee>. “Non-exempt Records” refers to all Records that do not fall under one of the listed exemptions or prohibitions.
- d. **Public Disclosure Request:** A request to inspect, review, or receive copies of Records.
- e. **Public Records Officer:** The designated point of contact for members of the public to request Records and who oversees the Port’s compliance with the Public Records Act’s requirements. The Port’s designated Public Records Officer is the Manager, Public Disclosure, who works in close coordination with public disclosure staff including the Police Records Manager.
- f. **Public Disclosure Staff:** Collectively, the Public Records Officer and the designated staff in their

offices are referred to as the “public disclosure staff.” The role of public disclosure staff is to provide full public access to public records, to provide assistance to requestors, protect Records from damage or disorganization, and prevent excessive interference with the essential functions of the Port.

## **Section 2: How to make a Public Disclosure Request**

Many Records are already available on the Port of Seattle website at [www.portseattle.org](http://www.portseattle.org) or through the Port’s online request portal (“NextRequest”) at <https://portofseattle.nextrequest.com/documents>. Requestors are encouraged to view the documents already available prior to submitting a public disclosure request.

All requests, regardless of how they are received, are entered into the Port’s online request portal. Subsequent communications and release of Records are managed via the portal. If a verbal request is made by phone or in person, public disclosure staff will confirm receipt of the information and enter the request into the portal.

If you make a request and do not receive a written response from the Port within five business days of making a request, please contact the public disclosure team (details below) to confirm the request was received.

### ***Step 1: Contact Information***

Requests for Records, other than Port Police Records, should be made to the Public Records Officer in one of the following ways:

- Through the NextRequest portal at: <https://portofseattle.nextrequest.com/>
- By Mail: Port of Seattle Public Records  
P.O. Box 1209  
Seattle, WA 98111
- By Fax: 206-787-3205
- By Phone: 206-787-3000
- By email: [public-disclosure@portseattle.org](mailto:public-disclosure@portseattle.org).
- In person: **Port of Seattle Headquarters:** Pier 69, 2711 Alaskan Way, Seattle, WA 98121  
  
**SeaTac-Tacoma International Airport (SEA):** Conference Center reception desk  
(mezzanine level above checkpoint #1)

Police Records are maintained by the Port Police Department. To make a request for Port Police records, contact the Port Police Public Records Manager in one of the following ways:

- Through the NextRequest portal at: <https://portofseattlepolice.nextrequest.com/>

- By Mail: Port of Seattle Police Department  
Public Records  
P.O. Box 68727  
Seattle, WA 98158
- By Fax: 206-787-6216
- By Phone: 206-787-5185
- By email: [pospdrecords@portseattle.org](mailto:pospdrecords@portseattle.org)
- In person: **Port of Seattle Police Department Office**  
Seattle-Tacoma International Airport, third floor of main terminal  
  
**SeaTac-Tacoma International Airport (SEA)**  
Conference Center reception desk (mezzanine level above checkpoint #1)

## ***Step 2: What to Include in a Request***

Include the following information in the request:

1. Requestor's contact information.
2. The date of the request.
3. State that the request is for public records pursuant to the Public Records Act. A requestor must provide the Port with reasonable notice that the request being made is for public records. If a request is contained within a larger document, identify the request by labeling the front page of the document as containing a public records request, or otherwise calling the Public Records Officer's attention to the request.
4. Identifying information describing the Records you seek. The request must be for a specific identifiable Record or series of Records. The more precisely you identify the record you seek, the more efficient and effective public disclosure staff can be in locating and providing the appropriate records. Note that request for *information* is not a request for identifiable Records. The Public Records Act requires agencies to produce existing, identifiable records, but not to respond to requests for information or questions. If your request is not a request for identifiable public records, the Port is not obligated to respond.
5. State the date range you would like to be searched for Records – for example, "Records created between January 1, 2023, to January 5, 2023."
6. If you are requesting **video footage**, please be as specific as possible and include the additional following information:
  - a. Date and time of incident;
  - b. Location of incident;

- c. Description of incident;
  - d. Vehicles involved (make, model, license plate, color of vehicle, direction of travel, etc.);
  - e. Physical description of individuals involved (including clothing);
  - f. Police or EMS involvement (time they arrived and incident number);
  - g. Number of people or vehicles involved.
7. If you are requesting **Port Police body worn camera video**, pursuant to Washington Law your request must include the following:
- a. The name of a person or persons involved in the incident;
  - b. The incident or case number;
  - c. The date, time, and location of the incident or incidents; and/or
  - d. The identification of a law enforcement or corrections officer involved in the incident or incidents.

### Section 3: Availability of Public Records

Any person wishing to review or request copies of Records, or seeking assistance in making a public disclosure request, should make a public disclosure request through the process described in Section 3 above. Once Records that are responsive to a request have been identified, Records will be released via the Port's online portal, NextRequest. If Records are not available in an electronic format, the requestor will be notified and Records will be made available as described in this section.

- a. **Hours of inspection:** Records are available for inspection and copying during the Port of Seattle's normal business hours: Monday through Friday, 8:30 a.m. to 4:30 p.m., excluding legal holidays. Port staff and the requestor may arrange mutually agreeable alternative times.
- b. **Place of inspection:** Records will be made available for inspection at Port offices and may not be removed from Port offices. Public records staff and the requestor may make mutually agreeable arrangements for inspection if the particular records being sought are maintained in field offices. In general, Records may be inspected at
  - **Port of Seattle Headquarters:** Pier 69, 2711 Alaskan Way, Seattle, WA 98121
  - **SeaTac-Tacoma International Airport (SEA):** Conference Center reception desk
  - **Port of Seattle Police Department:** SEA Airport Office, third floor of main terminal
- c. **Copies:** The Port will make reasonable efforts to provide electronic copies of requested Records. A request should state if a requestor wishes to receive physical copies. The requestor will need to arrange with Port staff to make a deposit and/or pay for copies. The Port will make every reasonable effort to provide electronic copies of requested records.
- d. **Electronic access to Port records:** The Port will make reasonable efforts to make Records available electronically. Public disclosure staff will work with a requestor to determine the most

appropriate method for providing electronic records, which may include providing links to Records in the Port's online portal, NextRequest; providing Records on portable media; or transmitting Records via e-mail. Many Records are available on the Port's website at: <https://www.portseattle.org/>.

- e. **Records index:** Port Procedure LE-(1)(II)(B), adopted on November 30, 2009 (attached to this Policy as Addendum 2) determined that maintaining a central index of Records is unduly burdensome, costly, and would interfere with Port operations. Instead, each Port department will maintain Records relating to the department's specific functions or responsibilities. Public disclosure staff will coordinate responses to public disclosure requests with the departments, and responsive records shall be made available for public inspection and copying by the Public disclosure staff.
- f. **Organization of records:** Port departments will maintain records in a reasonably organized manner. The Port will take reasonable actions to protect records from damage and disorganization and will apply this policy in responding to public records requests to prevent excessive interference with other essential Port functions.
- g. **Records Retention:** The Port will follow, at minimum, the records retention schedule set forth by the records retention schedule approved by the Secretary of State's Local Records Committee. The most current Local Government Common Records Retention Schedule (CORE) is available at: <https://www.sos.wa.gov/archives/recordsmanagement/local-government-records-retention-schedules---alphabetical-list.aspx>

## Section 4: Port Procedures for Processing Public Disclosure Requests

Consistent with its obligations under the PRA, the Port is committed to providing full access to public records, protecting records from damage and disorganization, and preventing excessive interference with the Port's essential functions.

- a. **Order of processing requests:** Public disclosure staff will process requests in the sequence and manner they determine to be the most efficient and to provide the fullest assistance to all requestors. In order to provide the fullest assistance to all records requestors and to prevent excessive interference with other essential functions of the Port, if the same requestor, or their representative, has submitted multiple requests, public disclosure staff may process the requests one at a time and in the order received.
- b. **Acknowledging receipt and fulfilling requests:** Within five business days of receiving a request, public disclosure staff will do one or more of the following:
  - i. Make the Record available for inspection or copying;
  - ii. Provide access to a Record by providing the requestor with a link to the Port's website or public records portal containing an electronic copy of the Record;
  - iii. Acknowledge receipt of the request and provide, to the greatest extent possible, a reasonable estimate of when records and/or an installment will be available;

- iv. Request clarification if the request is unclear or does not sufficiently identify the requested records or;
- v. Deny the request.

If a requestor does not receive a written response within five business days of the request, the requestor should contact public disclosure staff to confirm the request was received.

- c. **Reasonable estimates of time to respond:** If unable to provide requested Records within five business days, public disclosure staff will provide a reasonable estimate of the time it may take to respond and/or provide an installment. Additional time may be needed in order to, for example, clarify the scope of the request, locate and assemble Records, or redact confidential information. If an extension is necessary, public disclosure staff will provide a revised estimate.
- d. **Overbroad requests:** The Port may not deny a request for identifiable public records solely because the request is overbroad. However, public disclosure staff may seek clarification, ask the requestor to prioritize the request so that Records are provided first, and/or communicate with the requestor in an effort to manage the size and complexity of the request. They may also provide the responsive Records in installments over time.

When a request uses an inexact phrase such as “all records relating to,” public disclosure staff may interpret the request to be for Records which directly and reasonably address the topic. Public disclosure staff may inform the requestor of the Port’s interpretation when responding to a request if a request was unclear.

- e. **Requesting clarification:** In acknowledging receipt of a public record request that is unclear, the Port may ask the requestor to clarify what information the requestor is seeking. This may include clarification regarding the specific date or date range of records sought; specification of broad terms such as “any and all documents relating to \_\_\_\_;” or a request to identify priority Records within a large request. The Port is not required to ask for prioritization, and a requestor is not required to provide it.

If a requestor is unable or unwilling to help narrow the scope of request in order to expedite the Port’s response and/or reduce the volume of potentially responsive documents, public disclosure staff may err on the side of producing more rather than fewer documents. Port staff are not obligated to decipher which specific documents may be of interest to a requestor.

Clarification may be requested and provided by telephone. Public disclosure staff will confirm the scope of the clarification in writing via the NextRequest portal. The confirmation will be deemed a correct statement of the scope of the request unless the requestor responds with a correction.

If a requestor fails to respond to a request for clarification within 30 days and the entire request is unclear, the Port may consider the request abandoned. Otherwise, the Port will respond to those portions of the request that are clear. If public disclosure staff consider the request abandoned, they will communicate to the requestor and close the request.

- f. **Searching for records:** The Port will reasonably search for responsive Records. Public disclosure

staff will identify where responsive Records are likely to be located and will involve staff from other departments as needed to identify and collect the Records.

After potentially responsive Records are identified, public disclosure staff will take reasonable steps to identify Records that are in fact responsive. The Port will not intentionally “bury” a requestor with non-responsive documents. Staff may provide potentially responsive records to allow the requestor to determine responsiveness, particularly if the requestor is unable or unwilling to clarify or narrow the scope of their request.

- g. Consequences of disclosing a record in error:** The Port, and its officials, agents, employees or custodians shall not be liable, nor shall a cause of action exist, for loss or damage based on release of a public record if the Port, official, agent, employee or custodian acted in good faith in attempting to comply with the Public Records Act.
- h. Records exempt from disclosure:** Some Records are exempt from disclosure, in whole or in part. If the Port determines that a Record is exempt from disclosure, public disclosure staff will identify the applicable exemption and basis for withholding or redacting a Record or a portion of the Record is being withheld. If only a part of the Record is determined to be exempt, public disclosure staff will redact the exempt portions and provide the non-exempt portions.
- i. Court protection of records (third-party notice).** If requested Records contain information that may affect the rights of a person who is named in the Record or to whom the Record specifically pertains, public disclosure staff may give notice to such persons prior to disclosing the Records. The Port will provide notice (usually 14 days) to allow time for the affected individual(s) to seek a court order limiting the disclosure. The notice to the affected person(s) will include a copy or summary of the request. Nothing in this section requires the Port to provide such third-party notice, but such notice may otherwise be required by law.
- j. Inspection and copying of records:** If requested, public disclosure staff will arrange an appointment for onsite inspection of Records once responsive Records have been identified. A requestor must review the assembled Records within 30 days of notification that the Records are available for inspection. If the requestor fails to review the Records or make other arrangements within the 30-day period, the request will be deemed abandoned, the request will be closed and the Records will be re-filed. Members of the public may not remove Records from the viewing area or disassemble or alter any Record. If a requestor wishes to request copies of certain Records, public disclosure staff will instruct them how to identify Records for copying using a non-permanent method for marking. After the inspection is complete, public disclosure staff will arrange for copying.
- k. Preserving requested Records:** If a requested Record is eligible for destruction under the Port’s records retention schedule, the Record will not be destroyed until after the public disclosure request has been closed.
- l. Providing records in installments:** When a request generates a large number of records, public disclosure staff will provide Records (or access to Records) in installments. A requestor must review the assembled installment of Records within 30 days of notification that the Records are available for inspection. Pursuant to WAC 44-14-04005(1), if a requestor fails to inspect the

installment of Records within 30 days the request will be deemed abandoned and the request will be closed. Public disclosure staff indicate to the requestor that the Port has closed the request and document the reasons for closure.

- m. Closing withdrawn or abandoned requests:** If a requestor withdraws a request, fails to fulfill their obligations to inspect Records within 30 days, fails to provide needed clarification within 30 days, or fails to pay a deposit or final payment for requested copies within 30 days, public disclosure staff will close the request, indicate to the requestor that the Port has closed the request and document the reasons for closure.
- n. Later discovered documents:** If, after public disclosure staff have informed a requestor that the Port has provided all available Records, the Port becomes aware of additional responsive documents that existed on the date of the request, public disclosure staff will promptly inform the requestor of the additional documents and will disclose them on an expedited basis.
- o. No duty to create records:** The Port is not required to conduct research for a requestor and is not obligated to create a new Record to satisfy a public disclosure request. The Port may, in its discretion, create such a new Record to fulfill a request where doing so would more efficiently provide the requested information, rather than collecting and making available voluminous Records that contain small pieces of the information sought by the requestor. A requestor is not obligated to accept that new Record as a complete response to their request if they prefer to receive the full scope of Records originally requested. In addition, an agency may provide a customized service and if so, assess a customized service charge for the actual costs of information technology expertise needed to prepare data compilations, or when such customized access services are not used by the Port for other business purposes.
- p. No duty to supplement responses:** The Port is not obligated to hold requests open in response to requests for Records that may be created in the future. If a Record is created or obtained after a request is received by the Port, it is not responsive and will not be provided. A new request must be made to obtain later-created Records.
- q. Purpose of request and identity of requestor:** The Port shall not distinguish among persons requesting records. A requestor does not need to state the purpose of the request except when requesting lists of individuals. In that case, the Port shall investigate whether the requestor intends to use the list for commercial purposes. The Port will require the requestor to sign a declaration stating that they will not use the list for commercial purposes. Unless otherwise required by law, the Port will not give, sell or provide access to lists of individuals requested for commercial purposes.

Because the PRA and other statutes may limit which persons may receive certain Records, the Port may also request information from a requestor sufficient to determine whether a particular requestor is authorized to receive certain Records.

- r. Public Disclosure Exemptions:** The Port is not required to permit public disclosure, inspection, or copying of records for which public disclosure of the record is prohibited, restricted, or limited by state or federal law.



- a. The Port is prohibited by statute from disclosing lists of individuals for commercial purposes.
- b. Under the Public Records Act, certain public records are exempt from public disclosure. The Washington State Attorney General's Office Sunshine Committee maintains an up-to-date list of exemptions and prohibitions on their website at <https://www.atg.wa.gov/sunshine-committee>. A list of the most common exemptions the Port uses is attached as Addendum 1.
- c. Other statutes may exempt or prohibit disclosure of other documents and information.

## **Section 5: Costs and Fees**

The Port declares that it would be unduly burdensome to calculate the actual costs of providing public Records. Therefore, the Port adopts the standard fees prescribed for providing Records under RCW 42.56.120 (2)(b), as listed below. The Port does not charge for locating a Record or for making Records available for review or inspection. The charges below may be combined to the extent that more than one type of charge applies to copies produced in response to a particular request. The Port will take reasonable steps to provide the records in the most efficient manner available to the Port in its normal operations.

The Port of Seattle may charge the following:

1. Fifteen cents (\$.15) per page for photocopies of public records, printed copies of electronic public records when requested by the person requesting records, or for the use of Port equipment to photocopy public records.
2. Ten cents (\$.10) per page for public records scanned into an electronic format or for the use of Port equipment to scan the records.
3. The actual cost of any digital storage media or device provided by the Port, the actual cost of any container or envelope used to mail the copies to the requestor, and the actual postage or delivery charge. If the Port has to pay an outside firm for duplicating records in non-routine formats such as photographs, blueprints or tape recordings, the actual cost will be passed along to the requestor. The Port is not required to copy records at its own facilities and may determine to use a commercial copying center. The Port will bill the requestor for the amount charged by the vendor.
4. The Port will not impose copying charges under this section for access to or downloading of Records that the Port routinely posts on its public website unless the requestor has specifically requested that the Port provide copies of such Records through other, non-routine means.
5. If a request is for a certified copy, an additional charge of one dollar may be applied to cover the additional expense and time required for certification.
6. No sales tax is charged for copies of records.
7. Deposit or payment by installments: Before the Port copies records, a deposit of up to ten percent of the estimated cost of copying may be required if the estimated cost exceeds

twenty-five dollars (\$25.00). An estimate will be provided to the requestor before charges are incurred. The Port may also require payment of outstanding costs before providing all the records, or the payment of the costs of copying an installment before providing that installment.

8. In addition to the charge imposed for providing copies of public records and for the use by any person of the Port equipment copying costs, the Port may include a customized service charge. A customized service charge will only be imposed if the Port estimates that the request would require the use of information technology expertise to prepare data compilations or to provide customized electronic access services when such compilations and customized access services are not used by the Port for other agency purposes.
  - a. The customized service charge will reimburse the Port up to the actual cost of providing the services in this subsection.
  - b. The Port will not assess a customized service charge unless the Port has notified the requestor of the charge to be applied to the request, including an explanation of why it applies, a description of the specific expertise required, and a reasonable estimate of the cost. The notice will also provide the requestor the opportunity to amend their request to avoid the charge.
9. The Port may enter into any contract, memorandum of understanding, or other agreement with a requestor that provides an alternative fee arrangement to the charges authorized in this section, or in response to a voluminous or frequently occurring request.
10. The Public Records Officer has the discretion to waive charges if determined a waiver is in the best interest of the Port pursuant to its rules and regulations.

## **Section 6: Appealing a Denied Request**

Anyone who objects to the initial denial or partial denial of a records request may petition the Public Records Officer for a review of that decision in writing, by email or mail to:

Port of Seattle Public Records  
Attn: Manager, Public Disclosure  
public-disclosure@portseattle.org  
P.O. Box 1209  
Seattle, WA 98111

The petition shall include a copy of or reasonably identify the request at issue and the written statement denying the request.

The Public Records Officer will promptly provide the petition and any other relevant information to the Port's General Counsel and Chief Compliance Officer, the agency official designated by the agency to conduct the review. That person will immediately consider the petition and either affirm or reverse the denial within two business days following the Port's receipt of the petition, or within such other time the Port and the requestor mutually agree to.

## Addendum 1: Common Exemptions

Code	Exemption Description
RCW 5.60.060(2)(a) RCW 42.56.070(1)	ATTORNEY-CLIENT PRIVILEGE
RCW 42.56.290 CR 26(b)	WORK PRODUCT/CONTROVERSY EXEMPTION
RCW 42.56.290 RCW 5.60.060(2)(a)	ATTORNEY-CLIENT PRIVILEGE AND WORK PRODUCT/CONTROVERSY EXEMPTION
RCW 42.56.230(3)	EMPLOYEE IDENTIFICATION NUMBER
5 U.S.C. § 552a; RCW 42.56.070(1)	SOCIAL SECURITY NUMBER
RCW 42.56.250 (1)(d)	EMPLOYEE PERSONAL PHONE NUMBER
RCW 42.56.250 (1)(d)	EMPLOYEE RESIDENTIAL ADDRESS
RCW 42.56.250 (1)(d)	EMPLOYEE PERSONAL EMAIL
RCW 42.56.250(1)(h)	EMPLOYEE DATE OF BIRTH
RCW 42.56.230(3) RCW 42.56.050.	EMPLOYEE PERSONAL PRIVACY
RCW 42.56.250(1)(d)	EMPLOYEE DEPENDENT INFORMATION OR EMERGENCY CONTACT
RCW 42.56.250(1)(d)	PAYROLL DEDUCTIONS
RCW 42.56.250(1)(b)	APPLICANTS FOR PUBLIC EMPLOYMENT
RCW 42.56.250(1)(a),	EMPLOYMENT TESTING OR EXAMINATION DATA
RCW 42.56.230(3) RCW 42.56.050	EMPLOYEE PERFORMANCE EVALUATION
RCW 42.56.230(5)	BANK ACCOUNT OR OTHER FINANCIAL INFORMATION
RCW 42.56.250 (1)(d)	EMPLOYEE DRIVER'S LICENSE NUMBER
ch. 70.02 RCW 29 C.F.R. § 1630.14(d)(4), RCW 42.56.230(3), RCW 42.56.050	HEALTH CARE INFORMATION (PHI)
RCW 42.56.235 RCW 42.56.230(3) RCW 42.56.050.	RELIGIOUS AFFILIATION
RCW 42.56.250(1)(f) RCW 42.56.230(3) RCW 42.56.050	EMPLOYMENT INVESTIGATIVE RECORDS – COMPLAINANTS, OTHER ACCUSERS, OR WITNESSES
RCW 42.56.250(1)(h)	EMPLOYEE PHOTOGRAPH
42 U.S.C. § 2000e-5(b), 42 U.S.C. § 2000e-8(e), and 29 C.F.R. § 1601.22, RCW 42.56.250(6),	EEOC CHARGE OF DISCRIMINATION

Code	Exemption Description
RCW 42.56.230(3), RCW 42.56.050	
RCW 51.28.070(1) RCW 42.56.230(3)	WORKER'S COMPENSATION INFORMATION
RCW 42.56.240(1) RCW 42.56.050	LAW ENFORCEMENT RECORDS – PERSONAL PRIVACY
RCW 42.56.240(1)	LAW ENFORCEMENT RECORDS – ESSENTIAL TO EFFECTIVE LAW ENFORCEMENT
RCW 42.56.240(1)	LAW ENFORCEMENT RECORDS – CRIME VICTIM OR WITNESS
RCW 42.56.230(5) RCW 42.56.240(1)	DRIVER'S LICENSE NUMBER (LAW ENFORCEMENT RECORD)
ch. 13.50 RCW, RCW 13.40.215, or RCW 4.24.550. See RCW 13.50.050(3). RCW 13.50.050(5)	JUVENILE INFORMATION
Driver's Personal Protection Act, 18 U.S.C. §§ 2721–2725 RCW 42.56.070(1)	INFORMATION FROM DEPARTMENT OF MOTOR VEHICLES
RCW 42.56.420(4)	COMPUTER/NETWORK SECURITY
RCW 42.56.260(1)(a)	REAL ESTATE APPRAISAL
RCW 42.56.260(1)(b) RCW 42.30.110(1)(b) RCW 42.56.260(2).	ACQUISITION OF REAL ESTATE
RCW 42.56.260(1)(c) RCW 42.30.110(1)(c) RCW 42.56.260(2)	MINIMUM PRICE FOR SALE OR LEASE
RCW 42.56.280	PRELIMINARY DRAFTS, NOTES, OR RECOMMENDATIONS (DELIBERATIVE PROCESS)
RCW 42.23.070(4) & RCW 42.23.020(2)	EXECUTIVE SESSION
RCW 42.56.600 RCW 7.07.010 RCW 7.07.030; RCW 7.07.050(5) (cross- referencing PRA); RCW 42.56.600.	MEDIATION COMMUNICATIONS
RCW 42.56.420(1)	SECURITY – PREVENTION/ MITIGATION/RESPONSE TO CRIMINAL TERRORIST ACTS
RCW 42.56.230(7)(c)(d)	UNDERCOVER LAW ENFORCEMENT INFORMATION
RCW 42.56.250(1)(i)	GPS DATA
49 C.F.R. parts 15 and 1520	SENSITIVE SECURITY INFORMATION (INCLUDING BADGES AND GENERAL SSI)

Code	Exemption Description
49 C.F.R. § 1520(5)(b)(9)	SENSITIVE SECURITY INFORMATION (SCREENING)
RCW 7.69A.020(8) and 7.69A.030(4), via the “other statute” provision of RCW 42.56.070(1)	JUVENILE CRIME VICTIMS/WITNESSES
RCW 42.56.270 (11) (1) RCW 42.56.270 (11) (11)	FINANCIAL, COMMERCIAL AND PROPRIETARY INFORMATION
RCW 42.56.250(1)(i)(i),	DOMESTIC VIOLENCE INFORMATION
RCW 42.56.360(2), “Chapter 70.02 RCW RCW 42.56.050	HEALTHCARE INFORMATION (PHI)
RCW 42.56.270 11(2)(c) RCW 42.56.280	ALTERNATIVE PUBLIC WORKS
RCW 42.56.280	DELIBERATIVE PROCESS CPO RECORDS
RCW 42.56.230(5)	DRIVER’S LICENSE/ID NUMBER
RCW 42.56.070 and 28 USC§ 534, see also 28 CFR 20.38, and RCW RCW 43.43.710	WACIC/NCIC Information
RCW 42.56.230 (4) by RCW <a href="#">84.08.210</a> , <a href="#">82.32.330</a> , <a href="#">84.40.020</a> , <a href="#">84.40.340</a> , or any ordinance authorized under RCW <a href="#">35.102.145</a>	STATE TAX RETURN/INFORMATION
26 U.S.C. 6103 - Confidentiality and disclosure of returns and return information §6103.	FEDERAL TAX RETURN/INFORMATION

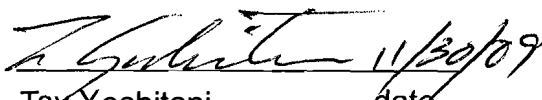
## **Addendum 2: Index of Public Records**

### **Addition to Procedure LE – (1)(II)(B)**

#### **Index of public records not maintained**

The Washington Public Records Act (Act), Chap. 42.56 RCW requires all public agencies, including port districts, to maintain and make available to the public, a current index of certain public records. However, the Act also provides that if an agency finds that maintaining such an index would be unduly burdensome, or would interfere with the agency's operations, the agency need not maintain an index, but must issue and publish a formal order specifying the reasons why and the extent to which publishing an index would be unduly burdensome.

Findings and Formal Order The Port of Seattle (Port) is comprised of four operating divisions plus corporate departments that support the divisions and the broad mission of the Port. These departments are physically located in a variety of places in two cities. Each department consists of numerous subdivisions that perform unique public services associated with such as owning and operating an international airport and a sea port. Each subdivision may also utilize and produce various forms of "writings" as that term is defined in the Act. Thousands of writings are produced or utilized each day by these subdivisions. These writings may be maintained in several formats, including but not limited to: paper records, computer files, photographs, audio recordings, video recordings, etc. Filing systems vary from division to division due to different paper filing systems and the various computer programs used by each subdivision. Even if it were feasible to create, maintain and produce such an index, the cost in terms of manpower, inefficiency, and delayed ability to respond to substantive issues would be prohibitive. The determination made in this section shall be considered to be a "formal order" as that term is used by RCW 42.56.070(C).

  
Tay Yoshitani                      11/30/09  
Chief Executive Officer                      date