

Public Records Request

- Public Records Officer (PRO) - Executive Director
- Public Records Request Form is available on the website, or at the office address provided below
- Requests may be submitted in person, orally, by mail, fax, or email

Richland Public Facilities District Office
1943 Columbia Park Trail
Richland, WA 99352
Phone: (509) 943-4100 extension 103
Fax: (509) 221-1520
Email: diannam@visitthereach.org
Hours: 8:30 am to 5:00 pm Monday through Friday

- Public records are available for inspection and copying during normal business hours, excluding holidays and weekends. Arrangements must be made in advance. Records must be inspected at the Richland Public Facilities District office.

Fees

- First 10 pages no charge
- 0.15 page paper
- 0.10 scanned into electronic format
- 0.05 four files or attachments and provided by electronic deliver
- 0.10 gigabyte of electronic records transmission
- Actual cost of storage media, container, envelope; postage/delivery charge

Charges can be combined if more than one type of charge applies. Payment is required prior to release of records. The District may require a deposit not to exceed 10% of the estimated costs of copying records. When a request is for a large number of records, the District may provide access for inspection and copying in partial installments.