

CLARK COUNTY FIRE DISTRICT 6
REQUEST FOR PUBLIC RECORDS

NAME OF REQUESTOR: _____

ADDRESS: _____ CITY: _____ STATE: _____ ZIP: _____

PHONE: _____ DATE OF REQUEST: _____ TIME: _____

NATURE OF REQUEST:

1. Identification of records: _____

2. Inspection only
3. Request Copies Number of copies requested _____
4. I certify that I am not requesting this information, nor will I use the information for commercial purposes.

Signature

For Office Use Only:

1. Request Granted Record withheld Record withheld in part

Date: _____ Time: _____

2. If withheld, name the exemption contained in RCW 42.17.310 which authorizes the withholding of the record or part of a record: Subsection (1) ().

3. If withheld, explain how the exemption applies to the record withheld:

Record Retention Officer Signature: _____

PERTINENT WASHINGTON STATE PUBLIC RECORDS LAWS AND CLARK COUNTY FIRE DISTRICT 6 POLICY

RCW 42.56.080

Facilities for copying — Availability of public records.

Public records shall be available for inspection and copying, and agencies shall, upon request for identifiable public records, make them promptly available to any person including, if applicable, on a partial or installment basis as records that are part of a larger set of requested records are assembled or made ready for inspection or disclosure. Agencies shall not deny a request for identifiable public records solely on the basis that the request is overbroad. Agencies shall not distinguish among persons requesting records, and such persons shall not be required to provide information as to the purpose for the request except to establish whether inspection and copying would violate RCW 42.56.070(9) or other statute which exempts or prohibits disclosure of specific information or records to certain persons. Agency facilities shall be made available to any person for the copying of public records except when and to the extent that this would unreasonably disrupt the operations of the agency. Agencies shall honor requests received by mail for identifiable public records unless exempted by provisions of this chapter.

[2005 c 483 § 1; 2005 c 274 § 285; 1987 c 403 § 4; 1975 1st ex.s. c 294 § 15; 1973 c 1 § 27 (Initiative Measure No. 276, approved November 7, 1972). Formerly RCW 42.17.270.]

RCW 42.56.090

Times for inspection and copying.

Public records shall be available for inspection and copying during the customary office hours of the agency, the office of the secretary of the senate, and the office of the chief clerk of the house of representatives: PROVIDED, That if the entity does not have customary office hours of at least thirty hours per week, the public records shall be available from nine o'clock a.m. to noon and from one o'clock p.m. to four o'clock p.m. Monday through Friday, excluding legal holidays, unless the person making the request and the agency, the office of the secretary of the senate, or the office of the chief clerk of the house of representatives or its representative agree on a different time.

[1995 c 397 § 12; 1973 c 1 § 28 (Initiative Measure No. 276, approved November 7, 1972). Formerly RCW 42.17.280.]

RCW 42.56.100

Protection of public records — Public access.

Agencies shall adopt and enforce reasonable rules and regulations, and the office of the secretary of the senate and the office of the chief clerk of the house of representatives shall adopt reasonable procedures allowing for the time, resource, and personnel constraints associated with legislative sessions, consonant with the intent of this chapter to provide full public access to public records, to protect public records from damage or disorganization, and to prevent excessive interference with other essential functions of the agency, the office of the secretary of the senate, or the office of the chief clerk of the house of representatives. Such rules and regulations shall provide for the fullest assistance to inquirers and the most timely possible action on requests for information. Nothing in this section shall relieve agencies, the office of the secretary of the senate, and the office of the chief clerk of the house of representatives from honoring requests received by mail for copies of identifiable public records.

If a public record request is made at a time when such record exists but is scheduled for destruction in the near future, the agency, the office of the secretary of the senate, or the office of the chief clerk of the house of representatives shall retain possession of the record, and may not destroy or erase the record until the request is resolved.

[1995 c 397 § 13; 1992 c 139 § 4; 1975 1st ex.s. c 294 § 16; 1973 c 1 § 29 (Initiative Measure No. 276, approved November 7, 1972). Formerly RCW 42.17.290.]

RCW 42.56.210

Certain personal and other records exempt.

- 1) Except for information described in RCW 42.56.230(3)(a) and confidential income data exempted from public inspection pursuant to RCW 84.40.020, the exemptions of this chapter are inapplicable to the extent that information, the disclosure of which would violate personal privacy or vital governmental interests, can be deleted from the specific records sought. No exemption may be construed to permit the nondisclosure of statistical information not descriptive of any readily identifiable person or persons.
- 2) Inspection or copying of any specific records exempt under the provisions of this chapter may be permitted if the superior court in the county in which the record is maintained finds, after a hearing with notice thereof to every person in interest and the agency, that the exemption of such records is clearly unnecessary to protect any individual's right of privacy or any vital governmental function.
- 3) Agency responses refusing, in whole or in part, inspection of any public record shall include a statement of the specific exemption authorizing the withholding of the record (or part) and a brief explanation of how the exemption applies to the record withheld.

PERTINENT FIRE DISTRICT 6 POLICY REGARDING PUBLIC RECORDS (FD6 Records Policy & Procedures is available for Public viewing upon request)

The inspection and copying of District records must be conducted under the supervision of District personnel to protect the records. The District has a limited number of office personnel available to provide the required supervision. While the District will make every effort to provide prompt responses to record inspection and copying requests, the District cannot permit the response to record requests to unduly interrupt the normal operations of the District.

Fees. Except as provided in paragraph 9.2, no fee shall be charged for the inspection of public records. The following charges shall be imposed to reimburse the District for costs incurred in providing public records. In the event the District is requested to mail copies an additional charge in the amount of the actual or estimated postage and the cost of the container shall be made.

10.1. General Records. With the exception of medical incident reports, the District shall charge a fee of \$1.00 per page for providing a copy of each page of a District record.

10.2. Electronic Records. With the exception of medical incident reports, the District shall charge a fee of \$1.00 for providing a printout of the first page and twenty-five cents per page for providing a printout of each additional page of a District electronic record.

10.3. Medical Incident Reports. In accordance with Chapter 70.02 RCW the District shall charge a clerical fee for searching and handling requests for medical incident reports in an amount not to exceed \$20.00 for each report. In addition the District shall charge eighty-eight cents per page for the first 30 pages and sixty-seven cents per page for all additional pages of each report.

10.3. Video and Audio Tapes. The District shall charge the actual cost it incurs in commercially duplicating audio or visual tape records.

10.5. No fees shall be charged to District residents/taxpayers for the first copy of a fire or medical incident report pertaining to their property/family.