



# Snohomish County Fire District 5 Records Request Form

Please complete the form below if you would like to request a copy of a record from Snohomish County Fire District #5. Records may only be released by the District Secretary in accordance with State Public Disclosure Laws and Department Policy. All records requests must be prepaid before Snohomish County Fire District #5 will process the request.

### Requesting Party Information

Name of person making request: \_\_\_\_\_ Signature \_\_\_\_\_

Agency of Firm: \_\_\_\_\_ Date \_\_\_\_\_

Contact phone number: \_\_\_\_\_

Address: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

### Information About Request

Date range: \_\_\_\_\_ Time: \_\_\_\_\_ Incident Number \_\_\_\_\_

Location: \_\_\_\_\_ Type of Incident: \_\_\_\_\_

Names of persons involved: \_\_\_\_\_

### Type of Record Requested

- Written Documents. Copy Fee is .15 cents per page.
- Photographs. Fees for photographs will be the actual cost to reproduce them.
- Maps. Fees for maps will be the actual cost to reproduce them.
- Tapes, CDs, or Diskettes; fees for these items will be the actual cost to reproduce them.
- Other: Explain \_\_\_\_\_ . Fees will be the actual cost to reproduce them.
- Medical Incident Reports (MIR). Copy fees are \$1.24 cents per page for the first 30 pages and .94 cents per page thereafter. There is also a twenty eight (\$28.00) dollar clerical fee for searching and handling per RCW 70.02.010 (37) and WAC 246-08-400. All Medical Incident Report requests require a signed release from the patient or legal guardian, consenting to the type of information disclosed, who the disclosure is made to, the purpose or need for disclosure, and the duration the consent of disclosure will be in effect.

### Release of a MIR

### Identification

Name: \_\_\_\_\_  
 Signature: \_\_\_\_\_  
 Date: \_\_\_\_\_  
 Disclose to: \_\_\_\_\_  
 Date Range: \_\_\_\_\_ to \_\_\_\_\_  
 Need for Disclosure: \_\_\_\_\_  
 Type of Information: \_\_\_\_\_

Drivers License: \_\_\_\_\_  
 Comments: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

For Official Use Only		
Request Accepted details	Request Denied – See Reserve Side	Partial Request – See reverse side for details
<input type="checkbox"/> Date Received _____	<input type="checkbox"/> District Secretary Review _____	<input type="checkbox"/> Total Fees\$ _____
Date Record Disseminated _____	Total Fee Plus Postage\$ _____. _____	

Reason for denial or partial denial of your records request and how it relates to this request: \_\_\_\_\_

**Records that are exempt per RCW 42.17.310**

- All applications for public employment, including the names of applicants, resumes, and other related materials submitted with respect to an applicant.
- The residential addresses or residential telephone numbers of employees or volunteers of a public agency which are held by any public agency in personnel records, public employment related records, or volunteer rosters, or are included in any mailing list of employees or volunteers of any public agency.
- The federal social security number of individuals governed under chapter [18.130](#) RCW maintained in the files of the department of health, except this exemption does not apply to requests made directly to the department from federal, state, and local agencies of government, and national and state licensing, credentialing, investigatory, disciplinary, and examination organizations; (ii) the current residential address and current residential telephone number of a health care provider governed under chapter [18.130](#) RCW maintained in the files of the department, if the provider requests that this information be withheld from public inspection and copying, and provides to the department an accurate alternate or business address and business telephone number. On or after January 1, 1995, the current residential address and residential telephone number of a health care provider governed under RCW [18.130.040](#) maintained in the files of the department shall automatically be withheld from public inspection and copying unless the provider specifically requests the information be released, and except as provided for under RCW [42.17.260\(9\)](#).
- Personal information in any files maintained for students in public schools, patients or clients of public institutions or public health agencies, or welfare recipients.
- Personal information in files maintained for employees, appointees, or elected officials of any public agency to the extent that disclosure would violate their right to privacy.
- Information revealing the identity of persons who are witnesses to or victims of crime or who file complaints with investigative, law enforcement, or penology agencies, other than the public disclosure commission, if disclosure would endanger any person's life, physical safety, or property. If at the time a complaint is filed the complainant, victim or witness indicates a desire for disclosure or nondisclosure, such desire shall govern. However, all complaints filed with the public disclosure commission about any elected official or candidate for public office must be made in writing and signed by the complainant under oath.
- Test questions, scoring keys, and other examination data used to administer a license, employment, or academic examination.
- Except as provided by chapter [8.26](#) RCW, the contents of real estate appraisals, made for or by any agency relative to the acquisition or sale of property, until the project or prospective sale is abandoned or until such time as all of the property has been acquired or the property to which the sale appraisal relates is sold, but in no event shall disclosure be denied for more than three years after the appraisal.
- Preliminary drafts, notes, recommendations, and intra-agency memorandums in which opinions are expressed or policies formulated or recommended except that a specific record shall not be exempt when publicly cited by an agency in connection with any agency action.
- Any records of investigative reports prepared by any state, county, municipal, or other law enforcement agency pertaining to sex offenses contained in chapter [9A.44](#) RCW or sexually violent offenses as defined in RCW [71.09.020](#), which have been transferred to the Washington association of sheriffs and police chiefs for permanent electronic retention and retrieval pursuant to RCW [40.14.070\(2\)\(b\)](#).
- Credit card numbers, debit card numbers, electronic check numbers, card expiration dates, or bank or other financial account numbers, except when disclosure is expressly required by or governed by other law.
- Those portions of records assembled, prepared, or maintained to prevent, mitigate, or respond to criminal terrorist acts, which are acts that significantly disrupt the conduct of government or of the general civilian population of the state or the United States and that manifest an extreme indifference to human life, the public disclosure of which would have a substantial likelihood of threatening public safety, consisting of specific and unique vulnerability assessments or specific and unique response or deployment plans, including compiled underlying data collected in preparation of or essential to the assessments, or to the response or deployment plans.
- Other privileged information per applicable RCWs and WACs