



VALLEY REGIONAL FIRE AUTHORITY
 1101 D STREET NE, AUBURN, WA 98002
 Business: 253-288-5800
 Fax: 253-288-5900

PDR#: _____
 (above box for VRFA use only)

REQUEST FOR PUBLIC RECORDS

Your Information (Please fill out completely):

Requestor: Last Name: _____ First Name: _____ Middle Initial: _____
 Name of Company: _____
 Address: _____ City: _____ State: _____ Zip Code: _____
 Phone #: _____ Email: _____ Fax #: _____

INFORMATION/RECORDS YOU ARE REQUESTING:

Incident/Business Information (Please fill out as completely as possible):

Address/Intersection of Incident/Business: _____ City: _____
 Incident Number: _____
 Date & Time of Incident: _____
 Patient/Business Name: _____

If requesting medical information, has medical release form been signed & ID attached to this request? (It is required for release of medical records) Yes No

Please describe in as much detail as possible what you are looking for, or need copies of (i.e.: medical report, fire incident report, business occupancy information, etc.):

REQUESTS FOR PUBLIC RECORDS WILL BE RESPONDED TO/ACKNOWLEDGED WITHIN FIVE BUSINESS DAYS per RCW 42.56. By submitting this request, *I understand that Washington State Law limits certain uses, including, but not limited to RCW 42.56.070, prohibiting using lists of individuals for commercial purposes.* **I hereby declare under penalty of perjury, under the laws of the State of Washington, that the requested records shall not be used in violation of State Law.**

Check here if you wish to make an appointment to view the records indicated above before copies are made

When my records are complete, I prefer them to be returned by (will be returned using information submitted above):

*Note: Medical records will **NOT** be e-mailed. If you've requested medical records, please choose a different option for return.

Mail Fax Email Call me to pick them up

RETURN YOUR COMPLETED REQUEST USING ONE OF THE FOLLOWING METHODS:

1. Preferred Method: Email this completed form to: records@vrfa.org
2. Fax your completed request to Records, at: (253) 288-5900
3. Mail your completed request to:
Valley Regional Fire Authority

Attn: Records
 1101 D Street NE
 Auburn, WA 98002

RECORDS REQUEST PROCESS: Requests for public records shall be directed to the Records Management Coordinator. Upon receipt of a request for records, the Records Management Coordinator, in consultation with the Attorney, shall evaluate and determine whether the requested records are exempt by law from inspection or copying, in whole or in part. Within five (5) business days of the receipt by the Records Management Coordinator of the written request for records form, the Records Management Coordinator or the Attorney shall (1) provide the records; or (2) acknowledge that the Valley Regional Fire Authority has received the request and provide a reasonable estimate of the time the Valley Regional Fire Authority will require to respond to the request; or (3) deny the public record request.

Copying costs: 15 cents per page, or as otherwise provided by the Authority's fee schedule.

Records Exempt from public inspection and copying include, but are not limited to, the following:

1. Personal information in files maintained for employees, appointees, or elected officials, to the extent that disclosure would violate their right to privacy, as defined in RCW 42.56.050.
2. Information required of any taxpayer in connection with the assessment or collection of any tax if the disclosure of the information to other persons would be prohibited to such persons by RCW 82.32.330 or violate the taxpayer's right to privacy, as defined in RCW 42.56.050, or result in unfair competitive disadvantage to the taxpayer.
3. Specific intelligence information and specific investigative records compiled by investigative, law enforcement, and penology agencies, the nondisclosure of which is essential to effective law enforcement or for the protection of any person's right to privacy as defined in RCW 42.56.050.
4. 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; provided that if at the time a complaint is filed the complainant, victim or witness indicates a desire for disclosure or nondisclosure, such desire shall govern.
5. Test questions, scoring keys, and other examination data used to administer a license, employment, or academic examination.
6. Except as provided by chapter 8.26 RCW, the contents of real estate appraisals, made for or by any agency including the City, 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.
7. Valuable formulae, designs, drawings, and research data obtained by the City within five years of the request for disclosure when disclosure would produce private gain and public loss.
8. 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 the City in connection with any City action.
9. Records which are relevant to a controversy to which the City is a party but which records would not be available to another party under the rules of pretrial discovery for causes pending in the superior courts.
10. Records, maps, or other information identifying the location of archaeological sites in order to avoid the looting or depredation of such sites.
11. Financial and commercial information and records supplied by businesses during applications for loans or program services provided by Chapters 43.160, 43.163, 43.168, and 43.330 RCW.
12. All applications for public employment, including the names of applicants, resumes, and other related materials submitted with respect to an applicant.
13. The residential addresses and residential telephone numbers contained in the personnel records, employment or volunteer rosters, or mailing lists of any public agency employees or volunteers.
14. Client records maintained by the City under any domestic violence program as defined in RCW 70.123.020 or rape crisis center as defined in RCW 70.125.030.
15. Information that identifies a person who, while employed at a public agency: (i) seeks advice, under an informal process established by the agency, in order to ascertain his or her rights in connection with a possible unfair practice under chapter 49.60 RCW against the person; and (ii) requests his or her identifying information not be disclosed.
16. License applications under RCW 9.41.070.
17. Information revealing the identity of child victims of sexual assault who are under age eighteen. Identifying information means the child victim's name, address, location, photograph, and in cases in which the child victim is a relative or stepchild of the alleged perpetrator, identification of the relationship between the child and the alleged perpetrator.
18. Veteran discharge records.
19. Records to prevent and respond to terrorist act, and records for vulnerable infrastructure and security of computer and telecommunications networks.
20. Any other statute which exempts the record from disclosure.