

## Darrington Fire District 24 Request for Public Records

Date: \_\_\_\_\_ Requested By: \_\_\_\_\_

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

Telephone: \_\_\_\_\_ Fax #: \_\_\_\_\_ Email: \_\_\_\_\_

For Inspection  (Inspection is free)      To Be Copied

Specify Documents Requested (If Needed, Please Continue on Reverse Side):

*Pursuant to RCW 42.56.070(9) Darrington Fire District 24 is not authorized to provide access to list of individuals requested for commercial purposes. Is the list of individuals being requested for commercial purposes? Yes  No  Not Applicable*

*Inspection and copying of identifiable Darrington Fire District 24 documents or a response to this request shall be provided promptly and not to exceed five (5) working days. Staff will promptly notify their supervisor and the public record officer or designee of any anticipated delay and the reason for the delay. Should the requested information be deemed exempt from disclosure, the requestor shall be notified in writing. Darrington charges \$0.15 per page for a standard black and white photocopy of a record selected by a requestor. Darrington Fire District 24 charges out-of-pocket costs for nonstandard copies (color copies, blueprints, or photographs), out-of-pocket costs for outside services, and out-of-pocket costs for postage/shipping.*

### Below For Staff Use

Date/Time Received at District: \_\_\_\_\_ Received By: \_\_\_\_\_ Forwarded to: \_\_\_\_\_

Requested in Writing       Requested by Phone       Requested in Person

Documents Sent to Attorney for Review:     Yes     No    Date \_\_\_\_\_

Date and Time Requester was Notified Documents were Available for Viewing: \_\_\_\_\_

Date and Time Requester Reviewed Documents: \_\_\_\_\_

Reason Request Denied, if Applicable: \_\_\_\_\_

Other Comments: \_\_\_\_\_

**Copy Charges:**

Standard Black & White Photocopy: \_\_\_\_\_ @ \$0.15 per page      = \$ \_\_\_\_\_

Cost for Nonstandard Photocopy (color copies, blueprints, Photographs):      = \$ \_\_\_\_\_

Cost for Medical Incident Reports: \_\_\_\_\_ @ \$15.00 per report      = \$ \_\_\_\_\_

\_\_\_\_\_ @ \$0.65 per page (up to 30 pages)      = \$ \_\_\_\_\_

\_\_\_\_\_ @ \$0.50 per page (more than 30 pages)      = \$ \_\_\_\_\_

Out-of-Pocket Cost for Postage/shipping:      = \$ \_\_\_\_\_

Total Charge      = \$ \_\_\_\_\_

Date Paid \_\_\_\_\_ Cash \_\_\_\_\_ Check \_\_\_\_\_ Processed by \_\_\_\_\_