



MASON COUNTY FIRE DISTRICT #4

TITLE: PUBLIC ACCESS TO DISTRICT RECORDS

CHAPTER: 3000 NUMBER: 3040 DATE: 10-07-08

APPROVED: Signature on file Bob Burbridge, Chief

1. POLICY: Public access to District records shall be afforded according to the guidelines developed by the Chief and periodically reviewed by the fire district's attorney. Fire District records include any writing, printing, photocopying, photographing, etc., containing information relating to the conduct of operations and functions of the District, which are prepared, owned, used or retained by the District. Fire District records do not include the personal notes and memoranda of staff which remains in the sole possession of the maker and which are not generally accessible or revealed to other persons.

The Chief shall have the responsibility and authority for ensuring compliance with the display, availability, inspection, and copying requirements of state law.

The District Records Officer/District Secretary shall make available for public inspection and copying all District records, or portions, except those which contain the following information:

- a. Personal information in files maintained for staff members or commissioners to the extent that disclosure would violate their right to privacy - RCW 42.17.310(1) (b).
- b. The contents of real estate appraisals made for or by the District relative to the acquisition of property, until the project is abandoned or until such time as all of the property has been acquired, but in no event shall disclosure be denied for more than three (3) years after the appraisal – RCW 42.17.310(1) (g).
- c. Preliminary drafts, notes, recommendations, and intra-office memoranda in which opinions are expressed or policies formulated or recommended, except that a specific record shall not be exempt when publicly cited by the District in connection with any District action – RCW 42.17.310(1) (i).
- d. Records which are relevant to a controversy to which the District is a party but which records would not be available to another party under the rules of pretrial discovery for cases pending in the superior courts – RCW 42.17.310 (1) (j).
- e. Records or portions of records the disclosure of which would violate personal rights of privacy or governmental interests – RCW 42.17.260(1) and RCW 42.17.310 (2).
- f. The residential addresses and telephone numbers of staff members or volunteers held in personnel records, public employment related records, or volunteer rosters,



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or that are included in any mailing list of employees or volunteers of the District – RCW 42.17.310(1) (u).

g. Any other statutory exemption.

There shall be no copying charge for individuals requesting records on themselves, i.e., incident reports in which they were involved as a patient or a property owner. The District shall charge a flat fee of \$10.00 for fire or EMS reports. All other copy fees will be fifteen cents (15¢) per page of copied records.

If the District denies any request, in whole or in part, for inspection and copying of records, the District shall provide the requesting party with a written statement of the reason for the denial, setting forth the specific exemption (and statutory section) which applies.

If the record that is requested for inspection and/or copying contains both information exempted from disclosure and nonexempt information, the District shall, to the extent practicable, produce the record with the exempt portion deleted and shall provide a written explanation for the deletion.

The District shall not provide access to lists of individuals which the requesting party intends to use for commercial purposes or which the District reasonably believes shall be used for commercial purposes.

The Chief is authorized to seek an injunction to prevent the disclosure of records otherwise subject to disclosure if he/she determines that there is reasonable cause to believe that the disclosure would clearly not be in the public interest and would substantially and irreparably damage any person, or would substantially or irreparably damage vital governmental functions.