



## LEWIS COUNTY FIRE DISTRICT 5 REQUEST TO INSPECT OR COPY PUBLIC RECORD

### Public Disclosure Records Requests

Washington State law [RCW 42.56](#) requires all agencies to respond to requests for public records in a timely manner and in an acceptable way. Records that are created by the department during the course of business are considered public records. The term "[public records](#) (RCW 42.56.010(2))" applies to any record, no matter the media, including electronic.

### How do I make a public disclosure request?

1. You can request records in person at 115 E Washington St, Napavine, WA.
2. You can mail your request to Lewis County Fire District 5 PO Box 259, Napavine, WA 9856.
3. You can request a record via Fax at (360)262-3893.
4. You can Email your request by sending Email to: [admin@lcfpd5.com](mailto:admin@lcfpd5.com)

### How long will it take to answer my request?

Within five business days after receiving the request, you will be notified of one of the following:

1. The record will be provided; or
2. The request will be acknowledged with a reasonable estimate of how long it will take to respond; or
3. The request will be denied in writing, stating the reasons for the denial (this could also include a denial of part of your request and granting the remainder). By statute, [RCW 42.56.520](#), the department must cite the specific exemption that applies.

### What records are exempt from Public Disclosure?

- Personal information regarding agency personnel, such as: social security numbers, home phone numbers, home addresses, resumes and employment applications.
- Investigative records relating to a current investigation.
- Test scores and data, if disclosed, that could result in private gain and/or public loss.
- Correspondence between department/agency staff and the Attorney General's Office
- Information that if released, would constitute an invasion of privacy as defined in [RCW 42.56.210](#) & [42.56.230](#) For a complete list of exemptions see [RCW 42.56.210-480](#).

### What are the costs?

- Single copies are charged at .15 cents per page (standard single sided 8 ½" x 11" black & white sheet).
- Completed incident response reports and medical records will be at a cost of \$5.00 per report.
- Electronic disseminated requests will be .10 cents per page to scan and upload with additional .05 cents per for up to 4 uploaded files.

### Confidential Medical Records Requests [RCW 70.02.080](#) Patient's examination/copying—Requirements:

(1) Upon receipt of a written request from a patient to examine or copy all or part of the patient's recorded health care information, a health care provider, as promptly as required under the circumstances, but no later than fifteen working days after receiving the request shall:

(a) Make the information available for examination during regular business hours and provide a copy, if requested, to the patient;

(b) Inform the patient if the information does not exist or cannot be found;

(c) If the health care provider does not maintain a record of the information, inform the patient and provide the name and address, if known, of the health care provider who maintains the record;

(d) If the information is in use or unusual circumstances have delayed handling the request, inform the patient and specify in writing the reasons for the delay and the earliest date, not later than twenty-one working days after receiving the request, when the information will be available for examination or copying or when the request will be otherwise disposed of; or

(e) Deny the request, in whole or in part, under [RCW 70.02.090](#) and inform the patient.

(2) Upon request, the health care provider shall provide an explanation of any code or abbreviation used in the health care information. If a record of the particular health care information requested is not maintained by the health care provider in the requested form, the health care provider is not required to create a new record or reformulate an existing record to make the health care information available in the requested form. Except as provided in [RCW 70.02.030](#), the health care provider may charge a reasonable fee for providing the health care information and is not required to permit examination or copying until the fee is paid.