

SPOKANE VALLEY FIRE DEPARTMENT
SAFETY & OPERATIONS MANUAL

Information Release (#121)

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Adopted 12/15/95
Revised: 02/20/06

Revision Adopted by Board of Fire Commissioners:
Person Responsible: Fire Chief

Appendix B: Request for Public Records

SPOKANE VALLEY FIRE DEPARTMENT
10319 E. SPRAGUE
SPOKANE, WA 99206

REQUEST FOR PUBLIC RECORDS

In Accordance with the provisions of RCW 42.17 the following information is required for release of public records:

REQUEST PARTY: _____ **DATE:** _____

NAME: _____

ADDRESS: _____

PHONE NO: _____

INFORMATION OR DOCUMENT REQUESTED:
(EXAMPLE: FIRE REPORT, MEDICAL REPORT, BUILDING INSPECTION)

SPECIFIC INFORMATION REQUIRED:
(DATE, ADDRESS, OWNER/OCCUPANT)

SIGNATURE

RECORDS RELEASED BY: _____ **SIGNATURE** _____ **DATE** _____

IF RECORDS ARE REQUESTED TO BE COPIED: *PLEASE ENCLOSE FEE BY CHECK ONLY MADE PAYABLE TO: SPOKANE VALLEY FIRE DEPARTMENT. COPIES SHALL BE CHARGED AT THE RATE OF .15 CENTS PER PAGE. AN ADDITIONAL FEE OF \$5.00 WILL BE CHARGED FOR A CD OF PHOTOGRAPHS (IF PHOTOGRAPHS ARE AVAILABLE)

Revised 01/31/06