



- C. The requesting person must complete an Information Request Form or submit a letter which covers all components of the form, before records or information may be inspected or released.
  - 1. Most requests can be fulfilled upon request, however there may be unusual requests that should be referred to the Fire Chief, District Board, or District Legal Counsel.
  - 2. Requests must be specific so as not to require staff to research and examine voluminous amount of records.
  - 3. Upon receipt of request form, the Fire District must determine within ten (10) days whether to comply with the request.
- D. Original records can only be released upon court order to custodian of said order.
- E. Copies of records or information shall be provided upon receipt of payment of cost pursuant to current fee schedule.
- F. Records exempt from disclosure, except by court order:
  - 1. Personnel, medical, or similar files, the disclosure of which would invade personal privacy.
  - 2. Records pertaining to pending litigation.
  - 3. Certain Fire Investigation reports prepared for law enforcement purposes or involving juveniles.
  - 4. Certain rescue or medical aid reports.
  - 5. Test questions or results and other examination data for hiring or promotion of Fire District personnel.
  - 6. Records which are exempted or prohibited pursuant to provisions of federal or state laws.
- G. Records which are commonly requested and may be released:
  - 1. Incident Reports
  - 2. Fire Investigation Reports
  - 3. Hazardous Material Management Plans and Reports
  - 4. Fire Inspection Records
  - 5. Fire Protection System Records and Plans
  - 6. Financial Records
  - 7. Board Minutes
  - 8. Training Records

Ron Rickabaugh  
FIRE CHIEF

# FELTON FIRE PROTECTION DISTRICT

Telephone:  
(408) 335-4422

131 Kirby Street, Felton, California 95018

## INFORMATION REQUEST FORM

### SECTION 1: Requestor Information

NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
(number) (street) (city) (zip)

REPRESENTING: \_\_\_\_\_

### SECTION 2: Information Requested

----- Incident Report  
----- Fire Investigation Report  
----- Fire Safety or Inspection Report  
----- Hazardous Material Plan, Chemical Inventory Information:  
-----  All  Specific Chemicals (list): \_\_\_\_\_  
----- Other \_\_\_\_\_

### SECTION 3: Need

Review  Copies  Both

### SECTION 4: Incident/Investigation Information

Date of Incident: \_\_\_\_\_ Location of Incident: \_\_\_\_\_ Time of Incident: \_\_\_\_\_

### SECTION 5: Facility Information (The facility listed will be notified of this request.)

FACILITY NAME: \_\_\_\_\_

FACILITY ADDRESS: \_\_\_\_\_  
(number) (street) (city) (zip)

### SECTION 6: Need for Information

Requestor Statement of Need: \_\_\_\_\_

**SECTION 7: A fee will be charged and is due on request based upon the Fee Schedule on reverse.**

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)