



Request for Disclosure of Public Records

To make a request for Police reports and records, complete our Request for Public Disclosure form (see other side) and submit it to the Police Department, either in person or by email at contact@ferndalepd.org, by fax to 360-384-3345, or mail it to PO Box 1257 Ferndale, WA 98248. Be sure to specify how you want to receive the record (email, pick up, mail, etc.)

Response to Requests

Per RCW 42.56.520, we must respond within five business days of receiving a request, by

- Providing the record
- Providing a reasonable estimate as to when the record will be available
- Contacting the requestor for clarification
- Denying the request, citing the reason(s) for denial

Any records or portion of records that are exempt from disclosure will be withheld or redacted (blacked out.) We will specify and briefly explain the exemption that applies to any redactions or denials. Some common exemptions are RCW 42.56, RCW 10.97, RCW 13.50, and RCW 46.52.

NEW - Fees for Public Records – Ferndale Municipal Code 2.21 was amended 9/18/17 to align with the recent changes to Revised Code of Washington 42.56.120, which allows the following fees for supplying public records:

Printed copies	\$0.15 page	Color copies	\$1.00 page
Certified Copies	\$1.00 page	Audio Tape Copies	\$16.00 each
Audio CDs \$5.00 / \$3.00 if CD supplied by requestor		Records scanned into electronic format	\$0.10 page
Attachments uploaded to email \$0.05 per 4 files or attachments		Transmitting records electronically (FTP) -	\$0.10 per gigabyte
Alternate flat fee if items reasonably estimated at or near \$2.00			
Customized service charge if outside professional assistance required (such as IT) – actual costs per provider. You will be given an estimate to approve before ordering such service.			

Payments are by cash, check or money order only, made out to City of Ferndale. No credit or debit cards!

To request non-police City records, contact the City Clerk Susan Duncan at City Hall, 2095 Main Street, Ferndale, or email susanduncan@cityofferndale.org

Records Index – There is no single index of any City records. The City of Ferndale has determined that maintaining a central index of City records is unduly burdensome and would be nearly impossible to maintain. (Ferndale Municipal Code 2.21.040 and 2.21.050.)



**CITY OF FERNDALE
POLICE DEPARTMENT**

PO Box 1257 - 2220 Main Street - Ferndale, WA 98248
Phone: 360-384-3390 - FAX: 360-384-3345 - Website: www.ferndalepd.org

Request for Public Disclosure

**PLEASE NOTE: THIS COMPLETED FORM IS AN OPEN PUBLIC DOCUMENT
AND MAY BE RELEASED TO ANY REQUESTOR**

Name:		Phone:	Email:		
Address:		City:		State/Zip:	
<p>I wish to: <input type="checkbox"/> inspect <input type="checkbox"/> receive a copy (specify printed, digital, or other) of the following record(s): (Please include as much detail as possible to enable us to find the record(s) you require. Include case number, date/time of event, names of other parties involved, if known.)</p> <div style="border: 1px solid black; height: 15px; margin-bottom: 2px;"></div> <div style="border: 1px solid black; height: 15px; margin-bottom: 2px;"></div> <div style="border: 1px solid black; height: 15px; margin-bottom: 2px;"></div> <div style="border: 1px solid black; height: 15px; margin-bottom: 2px;"></div> <div style="border: 1px solid black; height: 15px; margin-bottom: 2px;"></div> <div style="border: 1px solid black; height: 15px; margin-bottom: 2px;"></div> <div style="border: 1px solid black; height: 15px; margin-bottom: 2px;"></div> <div style="border: 1px solid black; height: 15px; margin-bottom: 2px;"></div>				<p>Request made:</p> <p><input type="checkbox"/> In person</p> <p><input type="checkbox"/> by phone</p> <p><input type="checkbox"/> by FAX</p> <p><input type="checkbox"/> by mail</p> <p><input type="checkbox"/> by email (attach request)</p>	
Date of Request: _____					

We will respond to your request within five (5) working days per RCW 42.56.520

RCW 42.56.520 Prompt responses required.

Responses to requests for public records shall be made promptly by agencies, the office of the secretary of the senate, and the office of the chief clerk of the house of representatives. Within five business days of receiving a public record request, an agency, the office of the secretary of the senate, or the office of the chief clerk of the house of representatives must respond by either (1) providing the record; (2) providing an internet address and link on the agency's web site to the specific records requested, except that if the requester notifies the agency that he or she cannot access the records through the internet, then the agency must provide copies of the record or allow the requester to view copies using an agency computer; (3) acknowledging that the agency, the office of the secretary of the senate, or the office of the chief clerk of the house of representatives has received the request and providing a reasonable estimate of the time the agency, the office of the secretary of the senate, or the office of the chief clerk of the house of representatives will require to respond to the request; or (4) denying the public record request. Additional time required to respond to a request may be based upon the need to clarify the intent of the request, to locate and assemble the information requested, to notify third persons or agencies affected by the request, or to determine whether any of the information requested is exempt and that a denial should be made as to all or part of the request. In acknowledging receipt of a public record request that is unclear, an agency, the office of the secretary of the senate, or the office of the chief clerk of the house of representatives may ask the requestor to clarify what information the requestor is seeking. If the requestor fails to clarify the request, the agency, the office of the secretary of the senate, or the office of the chief clerk of the house of representatives need not respond to it. Denials of requests must be accompanied by a written statement of the specific reasons therefor. Agencies, the office of the secretary of the senate, and the office of the chief clerk of the house of representatives shall establish mechanisms for the most prompt possible review of decisions denying inspection, and such review shall be deemed completed at the end of the second business day following the denial of inspection and shall constitute final agency action or final action by the office of the secretary of the senate or the office of the chief clerk of the house of representatives for the purposes of judicial review.