



CONFIRE

STAFF REPORT

DATE: April 20, 2026

FROM: Nathan Cooke, Interim Executive Director

BY: Angela Haddad, Interim Communications Director

TO: CONFIRE Administrative Committee

SUBJECT: Process Change for Custodial Records Requests

Recommendation

It is recommended that the Administrative Committee accept and file this report related to processing requests for custodian of records (including audio calls).

Background Information

CONFIRE has implemented a change to our processing of records requests. CONFIRE has transitioned to utilizing **NextRequest**, an online records request management platform, to receive, track, and fulfill all requests for records in our possession — including audio files. This change applies to all requesters, including partner agencies, as well as the public.

Request for records or audio files held by CONFIRE may be submitted directly through the CONFIRE website: [Confire.org/public-records](https://confire.org/public-records) and selecting the “Public Records Request Form” on the screen. The selection will take you to the CONFIRE “NextRequest” platform landing page. To submit a request, individuals should create a free account on the portal’s home page. Once created, select the “*Make A Request*” button on the home page, and complete the fields on the following page. Requests submitted through the portal can also be tracked, updated and received through the NextRequest platform.

For questions specific to records held in CONFIRE’s possession, inquiries may be submitted directly to CONFIRE via our contact page at <https://confire.org/contact>.

Any questions regarding these changes to the handling of Records requests may be directed to Angela Haddad, Communications Director Int., at AHaddad@confire.org.

Your time and attention to this change is greatly appreciated.

Fiscal Impact

None