REQUEST FOR PUBLIC RECORDS

Date of Request:____________________
Printed Name of Requester:_____________________________________________________
Telephone Number:__________________ Email address:__________________________________________
___I request to examine the following records     ___I request a copy of the following records
(Be specific)________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
If records are to be mailed, please complete the following:
Street address:________________________________________________________________
City, State, Zip:________________________________________________________________
By signature below, requester acknowledges the following:

- Per Idaho Code 9-348, the requested information will not be used for purposes of a mailing or telephone list, or as otherwise prohibited by law
- A fee of five cents ($.05) per copy page shall be charged, generally prepaid, before copies are made
- Per Idaho Code 9-338, actual labor costs associated with locating and copying documents shall be charged if:
  1. the request is for more than one hundred (100) pages of paper records; or
  2. the request includes records from which nonpublic information must be deleted; or
  3. the actual labor associated with locating and copying records exceeds two (2) person hours.
- Prepayment of estimated costs will be required
- Requester may be charged for mailing costs

Signature:________________________________

This Section for Office Use Only

Request Taken By:________________________ Approved By:________________________
Records Mailed By:________________________ Date:________________________
Number Copies:________________________ Estimated Time:________________________ Per Hour Cost:________________________
Copy/labor charges:________________________ Mailing cost:________________________ Total Fees:________________________

Per I.C. §9-339, a public agency shall either grant or deny a person’s request to examine or copy public records within three (3) working days of the date of receipt of the request.

___No records were found in our files regarding the requested information

3/2010