



## PUBLIC RECORDS REQUEST

Date of Request: \_\_\_\_\_

Printed Name of Requestor: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City/State & Zip: \_\_\_\_\_

Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

- ☐ Request copies of documents      ☐ Request to examine records (no copies)

I hereby request, pursuant to Section 74-102, Idaho Code, these specific public records:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Requestor acknowledges the following by signature below:**

- The requested record(s) or information will not be used for purposes of a mailing or telephone list prohibited by Section 74-120, Idaho Code, or as otherwise provided by law.
- See "Exhibit A" for the fee schedule that shall be charged, generally prepaid, before copies are supplied.
- Per Section 74-102, Idaho Code, actual labor costs associated with locating and copying documents may be charged if:
  - The request is for more than one hundred (100) pages of paper records; or
  - The request includes records from which nonpublic information must be deleted; or
  - The actual labor associated with locating and copying documents for a request exceeds two (2) person hours. Costs may be charged for anything beyond the first two hours.
  - Pre-payment of estimated costs will be required.
- Signature: \_\_\_\_\_

**This Section for Office Use**

Request Taken By: \_\_\_\_\_ Approved By: \_\_\_\_\_ Fee: \_\_\_\_\_

Date Request Received: \_\_\_\_\_ Date Records Mailed/Viewed: \_\_\_\_\_

Phone: (208) 772-4379 Fax: (208) 772-4456  
9393 N. Strahorn Road, Hayden Lake, ID 83835

Web: [www.haydenlakesewerdistrict.org](http://www.haydenlakesewerdistrict.org) Email: [HLSDCLERK@HAYDENLAKESEWERDISTRICT.ORG](mailto:HLSDCLERK@HAYDENLAKESEWERDISTRICT.ORG)

**HAYDEN LAKE SEWER DISTRICT  
PUBLIC RECORDS REQUEST FEE RESOLUTION  
EXHIBIT A ADOPTED BY THE BOARD, RESOLUTION  
NUMBER 2022-01**

Public Records Request Fees			
Materials	Chargeable Items	Rate/Fees	Notes
Black/White Copies	Standard Copy Paper/Ink	10 Cents/Page	Per page price does not include labor to produce copies
Color Copies	Standard Copy Paper/Ink	20 Cents/Page	Per page price does not include labor to produce copies
Non-standard paper	Includes maps, microfiche, or other non-standard 8 ½ x 11 paper	Actual Cost	Requestor may provide materials
Digital Material	Includes DVD/CD, Flash drive, hard drive, or any other media storage device	Cost of storage device	Requestor may provide unopened media storage device in manufacturer's original packaging for transferring media
Labor	Labor in locating, compiling, and redacting materials	Hourly wage of lowest paid employee qualified to perform the work	Requestors are entitled to the first two hours of labor free.
NOTE	Assessed fees shall be paid to the Clerk prior to receiving the requested materials. The Clerk shall send the requestor an estimated bill prior to beginning the work of locating or compiling. This bill is only an estimate and may be subject to change. Any unused fees shall be refunded to the requestor. Additional costs accrued during production, after issuance of the bill, shall be paid prior to receiving the requested materials. No fees shall be charged for the first two hours of labor in responding to requests, or for the first one hundred pages of black and white copies requested.		