



## 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.
- A current fee of \$0.05 per copy page shall be charged, generally prepaid, before copies are made, for pages copied that exceed 100 pages, plus actual labor costs.
- 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) 772-2161 Fax: (208) 772-4456

9393 N. Strahorn Road, Hayden Lake, ID 83835

Web: [www.cityofhaydenlake.us](http://www.cityofhaydenlake.us) Email: [haydenlakeclerk@cityofhaydenlake.us](mailto:haydenlakeclerk@cityofhaydenlake.us)