



PUBLIC RECORDS REQUEST

Date of Request: _____

Printed Name of Requestor: _____

Mailing Address: _____

City/State & Zip: _____

Phone #: _____ Email: _____

- ☐ Request paper copies of documents ☐ Request email copies records

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 telephonenumber 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: _____