City of Wendell

" The Hub City" **Established 1909** **City Council**
375 1st Ave East Bonnie "BJ" Marshall
Wendell, ID 83355 Mayor: Rebecca Vipperman Juan Gonzales
(208) 536-5161 Phone Clerk: Mindy Reed Donald Dunn
(208) 536-5527 Carolyn McRoberts

REQUEST TO EXAMINE/COPY PUBLIC RECORDS

Idaho's Public Records Act is found in Title 74, Chapter 1 of the Idaho Code ("Public Records Act"). The City endeavors to comply with all requirements of the law.

Requests for records submitted by Idaho residents to the City will receive an initial response within three business days. If the request takes additional time to process, the requestor will receive notification that additional time is needed. Residents are required to pay for costs incurred for responses that require more than two hours of clerical time or more than one hundred (100) copied pages. Requests by non-residents have longer time frames and additional cost burdens.

TO: City of Wendell Records Custodian

Date:_____

I hereby request, pursuant to Idaho Code § *74-Chapter 1, to* examine and/or copy the following public records:

_____

_____

_____

( ) These records pertain to myself.
( ) I wish to examine these records.
( ) I am requesting copies of these records.
( ) I will pick these records up.
( ) I prefer to receive a Fax. Fax Number: _____
( ) I prefer that records be sent to me by email: _____

Please provide details regarding the request including dates and location, where applicable.

Idaho Residency

( ) I am a resident of the state of Idaho. See Idaho Code section 74-101(15).
( ) I am not a resident of the state of Idaho. Please note that fees apply to requests by non-residents, even for the first two hours or 100 pages. See Idaho Code section 74-102 (g).

I acknowledge by my signature that the records sought by this request will not be used for a mailing list or telephone list as set forth in Idaho Code section 74-120. I also affirm that my representation of my Idaho residency status is accurate.

I certify (or declare) under penalty of perjury pursuant to the law of the State of Idaho that the foregoing is true and correct.

Print Name: _____

Mailing Address: _____

Telephone No. (_____) _____

Signature:_____

(For City Use Only)

Request received on _____
Employee Processing Request:_____
Date Completed:_____
Fees Due: _____
Records Request:

( ) Granted
( ) Granted in part, denied in part because: _____
_____
( ) Denied. Reason for denial: _____
_____
( ) Additional detailed needed to narrow scope. _____
_____
( ) Payment in advance required $_____

Response sent:

( ) Email: _____
( ) Fax: _____
( ) Picked up: _____

*Records Requests (state resident).....$27.85 **after** first 2 hours (labor) plus $0.10 per page **after** first 100 physical pages (black & white). Legal Review & Redaction Labor Fee (after 2 hours): Billed at the actual hourly wage plus benefits of the lowest-paid attorney necessary and qualified to process the request.

*Records Requests (out of state resident) ..... $27.85 per hour (labor) plus $0.10 per physical page. Legal Review & Redaction Labor Fee: Billed at the actual hourly wage plus benefits of the lowest-paid attorney necessary and qualified to process the request.

Resolution 222-2026