



# CITY OF GARDEN CITY

6015 Glenwood Street ■ Garden City, Idaho 83714  
Phone: 208-472-2906 ■ Email form to: [GCPIR@gardencityidaho.org](mailto:GCPIR@gardencityidaho.org)

## REQUEST TO EXAMINE/COPY PUBLIC DOCUMENTS

DATE OF REQUEST: \_\_\_\_\_

Please select which departments you would like to search for the requested public documents:

- ☐ Mayor's Office (incl. City IT)      ☐ Public Works      ☐ City Attorney  
☐ City Clerk/Treasurer      ☐ Library      ☐ Development Services (Building/Zoning)

For Garden City Police Department record requests: please go to <https://gardencityidaho.org/policerrecords>

**Pursuant to Idaho Code § 74-102, I hereby request to examine and/or copy the following public record(s). Requests should specifically describe the subject matter in sufficient detail to enable the public body to locate such records with reasonable effort. Please list or identify specific names of documents, report numbers, or tracking references.**

- ☐ I wish to examine these records (will occur at a time mutually convenient if the request requires more than 30 minutes).  
I wish to have copies of these records received by:  
☐ Email link   ☐ Mail (☐ paper or ☐ flash drive, actual cost)   ☐ In-person pick up (☐ paper or ☐ flash drive, actual cost)

Name of Requesting Party*			
Mailing Address*	City*	State*	Zip*
Email address	Phone #		

I acknowledge by my signature that I will pay for all applicable material, labor, and delivery costs and that the records sought by this request will not be used for a mailing list or telephone list as set forth in Idaho Code § 74-120.

Signature\* \_\_\_\_\_

### Do Not Write Below This Line – For Official Use Only

Received by Records Custodian:	Date & time received:	Date request fulfilled:
Reviewed/Released by Attorney or Department Records Manager	Reviewed by:	Date:
Approved for release: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Partial <input type="checkbox"/> Denied	Extension letter: <input type="checkbox"/> Yes <input type="checkbox"/> No	Est. cost bill: <input type="checkbox"/> Yes <input type="checkbox"/> No

Unless the requestor demonstrates an exemption pursuant to Idaho Code § 74-102, as determined by the City Clerk (Municipal Records Manager), the requestor shall be charged the material costs and the reasonable labor costs allowed by Idaho Code § 74-102 only if: (a) the request is for more than one hundred (100) pages of paper records; or (b) the request includes records from which nonpublic information must be deleted; or (c) the actual labor associated with responding exceeds two (2) person-hours. The custodian of the public record shall require advance payment of the cost of labor and/or copying pursuant to Idaho Code § 74-102. Any money received by the City shall be credited to the account for which the expense being reimbursed was or will be charged, and such funds may be expended by the City as part of its appropriation from that fund. The City shall provide the public records no later than ten (10) working days following the person's request, if such person is an Idaho resident, and no later than twenty-one (21) working days following a request from a nonresident. Provided, however, if it is determined that the existing electronic record requested will first have to be converted into another electronic format by the agency or by a third party and that such conversion cannot be completed within the statutory days, the agency shall so notify in writing the person requesting to examine or copy the records.

Due to increased cybersecurity threats targeting governmental agencies, including AI-enabled attacks, the City of Garden City maintains cybersecurity protocols to protect sensitive governmental data from unauthorized access. As such, the City employs advanced security measures that may occasionally flag legitimate communications as potential security risks. Your public records request may be subject to these security protocols, which could result in the temporary quarantine of your message. The City is committed to identifying and processing all legitimate requests promptly, even those initially flagged by our security systems. If you do not receive acknowledgment of your request within two (2) business days, please contact the City's designated Public Records Custodian directly at 208-472-2906. This step is essential to ensure your request has been properly received and is being processed in compliance with statutory requirements.