

**REQUEST TO EXAMINE/COPY PUBLIC RECORDS**

*(Please print clearly)*

NAME OF REQUESTOR: \_\_\_\_\_ DATE OF REQUEST: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_ ADDRESS: \_\_\_\_\_

\_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

I hereby request, pursuant to Idaho Code § 74-102, to examine and/or copy the following public records:

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

- These records specifically pertain to me.
- I wish to merely examine these records.
- I wish copies of these records.
- I wish copies of these records via email. Email address \_\_\_\_\_

***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 § 74-120.***

Signature of Requestor: \_\_\_\_\_

**RESPONSE TO REQUEST TO EXAMINE AND/OR OBTAIN PUBLIC RECORDS REQUESTED**

- Your request has been approved. See attached documents or please contact the undersigned to arrange a time to examine the records. (This may be a partial approval. See items 2 or 3 regarding records not located or deemed exempt.)
- It has been determined that additional time is required to locate or retrieve the records you have requested. Said records shall be available on \_\_\_\_\_, or further information will be provided regarding your request. (No longer than 10 days from request.)
- Your request has been denied as the following records are exempt from public disclosure for the stated reason.

Idaho Code Section \_\_\_\_\_ Reason \_\_\_\_\_

Idaho Code Section \_\_\_\_\_ Reason \_\_\_\_\_

- The attorney for the entity has reviewed your request and this response.

**NOTICE: PURSUANT TO IDAHO CODE § 74-115 YOU HAVE 180 DAYS TO APPEAL THIS DECISION BY FILING A PETITION IN STATE DISTRICT COURT IN THE COUNTY WHERE ALL OR PART OF THE RECORDS ARE LOCATED**

_____ Copies Provided	_____ CD Provided
_____ Tax	_____ Tax
_____ Total	_____ Total

Records Custodian: \_\_\_\_\_ Date Completed: \_\_\_\_\_

Received by: \_\_\_\_\_ Date Received: \_\_\_\_\_