

CITY OF RATHDRUM



PUBLIC RECORDS INFORMATION REQUEST

In accordance with I.C. 74-120, no agency or independent public body corporation and politic may distribute or sell for use as a mailing list or a telephone number list any list of person without first securing the permission of those on the list. If more than three working days are needed to process this request, the requestor shall be notified, with the documents or response following within ten days.

NAME: _____

ADDRESS: _____

PHONE #: _____

DATE OF REQUEST: _____ TIME: _____

Details of the information requested:

Employee Processing Request: _____

Reviewed by:

- City Clerk
- Planning Department
- Public Works
- Copies to City Clerk

Date Completed: _____

Fees Collected: _____
