REQUEST FOR EXAMINATION OF PUBLIC RECORDS

DATE: _____

NAME OF REQUESTOR: _____

MAILING ADDRESS: _____

DAYTIME PHONE: _____

REPORT NUMBER OR NAME OF INVOLVED: _____

COMPLETE AND SPECIFIC DESCRIPTION OF RECORDS REQUESTED:

_____

_____

REQUESTOR'S SIGNATURE

DATE RECEIVED: _____ ***RECEIVED BY:*** _____

DATE COMPLETED: _____ ***APPROVED BY:*** _____

DATE RECEIVED: _____ ***BY:*** _____

IDAHO CODE SECTION 74-102 REQUIRES ALL PUBLIC RECORDS TO BE OPEN AT ALL REASONABLE TIMES FOR INSPECTION.

No inquiry of any person who applies for a public record may be required other that a mailing address and telephone number. The custodian can maintain such vigilance as is required to prevent alteration of any public record.
Examination must be conducted during regular office hours.
Prior to the receipt of the requested records, the requesting party shall pay the cost of coping provided by law.
Examination can be made at other than regular office hours upon prepayment of a reasonable compensation to the person designated to represent the custodian during such examination.

Idaho Code Section 74-103 requires the city to either grant or deny a person's request to examine or copy public records within three (3)working days of the receipt of the request. If it is determined a longer period of time is needed to locate or retrieve the records, the public agency shall notify the person in writing and shall provide the records no later than ten (10) working *days* following the person's request. If the public agency fails to respond, the request shall be deemed to be denied within ten (10) working days. If the public agency denies the request, the person shall be notified in writing of the denial, or a partial denial, the notice shall state the City Attorney has reviewed the request, indicating the statutory authority for the denial and indicating the person's right to appeal