

REQUEST TO EXAMINE / COPY PUBLIC RECORDS

TO: TWIN FALLS COUNTY

DATE _____

Pursuant to Idaho Code §74-102, all records or documents within the possession or control of the County are open to public inspection, unless exempt from disclosure by statutes. See Idaho Code §74-124, §74-105 through 74-111, and §74-206.

Under the following circumstances, the County may charge a fee to recover the actual labor cost associated with locating and copying the documents requested.

1. If the request is for more than one hundred (100) pages of paper records; or
2. The request includes records from which non-public information must be deleted; or
3. The actual labor associated with locating and copying documents for a request exceed two (2) person hours.
4. Fees for labor costs shall be assessed according to Idaho Code §74-102(10)(e) and may vary with each individual request.

The County may also charge a fee for duplicating a computer tape, computer disk, microfilm, or similar or analogous record system containing public information. Idaho Code §74-102.

I, _____ hereby request, pursuant to Idaho Code 74-102, to examine and/or copy the following public records (attach additional sheets if necessary):

- ☐ These records specifically pertain to myself.
☐ I wish to merely examine these records.
☐ I wish copies of these records.

Printed Name _____

Mailing Address _____

E-Mail Address _____

Telephone Number () _____

Signature _____

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.

RESPONSE TO REQUEST TO EXAMINE AND / OR COPY PUBLIC RECORDS

DATE _____

NAME OF REQUESTOR _____

DATE OF REQUEST _____

1. () 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.)

_____	Copies Provided
\$ _____	Total Cost

2. () 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.)
3. () Your request has been denied as the following records are exempt from public disclosure for the stated reason:

Idaho Code Section

_____	_____
_____	_____
_____	_____

4. () The attorney for the entity has reviewed your request and this response.
5. () The entity has had an opportunity to consult with an attorney concerning your request and this response but has chosen not to.

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.

Custodian
Dept. _____ Telephone # _____
Twin Falls County