

Public Records Request Form



Request for Public Records

For Official Use Only

Date: _____ Request #: _____

Received by: _____

Date Completed: _____

- Examined
- Picked Up
- E-Mailed to: _____

Requestor's Signature _____

Time _____

Date _____

In order to best serve the public and to as expeditiously as possible process your request for public records, all requests to examine or copy public records **MUST BE MADE IN WRITING**. Please help us in this process by filling out this form completely. Be sure to print your name, address, email and telephone number so that we may respond to this request. Copies may be provided in most instances upon request. If more than three (3) working days are needed to locate or retrieve the records, you will be notified and the information will be provided within ten (10) working days of your request.

Date of Request: ____/____/____

Name: _____

Mailing Address: _____

Street City State Zip

Phone _____ E-mail address _____

Pursuant to Idaho Code 74-102, I hereby request:

- To examine the records listed below
- To receive a copy of the records listed below in () Electronic format or () Printed format.

Records Requested (including date/date range, if applicable): _____

(if more space is needed, attach additional pages)

I acknowledge by my signature that the records sought by this request will not be used for a mailing list or telephone number list as set forth in Idaho Code 74-120.

Signature

City of Victor Response to Records Request

- **Request Granted:** The requested record is attached.
- **Response Delayed:** Additional time is necessary to process the records request. You should receive your records no later than ten (10) working days following the date of your request.
- **Advance Payment Required:** \$_____ (see cost breakdown below)
Advanced payment of the cost associated with responding to your request is required. Please contact the city Clerk to discuss the amount and manner of the advance payment.
- **Unable to Respond for One or More of the following reasons**
 - Record not known to exist
 - City of Victor is not the custodian of the requested record
- **Notice of Denial:** The requested record is exempt from disclosure pursuant to Idaho Code 74-____ (104-111).
- **Notice of Partial Denial:** Your request has been partially denied. Certain information has been determined to be exempt from disclosure pursuant to Idaho Code 74-____ (104-111), and has therefore been redacted from the requested record. A copy of the requested record with the exempt information redacted is attached.

If your request has been denied or partially denied, an attorney for the City of Victor has reviewed the request, or the City has had the opportunity to consult with an attorney regarding the request for examination or copying of a record and has chosen not to do so. If you wish to appeal the denial or partial denial of your request for public records you may do so pursuant to the provisions of Idaho Code 74-115, which requires that a petition be filed in the District Court within 180 days from the date of the mailing of the notice of denial or partial denial.

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Copies _____ - 100* x \$0.05	=	\$ _____
Other _____ (type)	=	\$ _____
Copies _____ x \$ _____	=	\$ _____
Staff Time _____ - 2 hours* x \$ _____	=	\$ _____
Attorney Time _____ x \$ _____	=	\$ _____
Total Due		\$ _____

*Per Idaho Code 74-102-10(a)

