



REQUEST TO EXAMINE/COPY PUBLIC RECORDS

Name: _____

Phone: _____

Address: _____

Email: _____

To: Records Custodian

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

- Board of County Commissioners (Agendas, contracts, etc.)
- Assessor's Office Records (Property value and owner information, etc.)
Auditor Records (Budget & financial reports, etc.)
- Elections Records (Voter registration information)
Coroner's Reports
- Treasurer's Office Records
- Clerk's Office Records (Land deeds, recorded documents, ordinances, resolutions, minutes or audio recordings of public hearings, etc.)

Please provide very specific, detailed information regarding the records you are requesting including dates if applicable:

Pursuant to Idaho Code §74-103, the County will respond to this request within the time frame required by law. Response times may vary depending upon the requesters residency status and the nature of the records requested. If additional time is necessary to locate, review, or compile the requested records, the County will provide written notice as permitted by Idaho law.

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

I affirm and attest under oath, pursuant to Idaho Code 74-102(4) that:

I am I am not
a resident of the State of Idaho.

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 §74-102.

Signature: _____

Date: _____

REQUESTOR WILL BE NOTIFIED WITHIN 3 WORKING DAYS OF ACTION BEING TAKEN ON YOUR REQUEST. PER IDAHO CODE §31-3201, CHARGES FOR CERTAIN RECORD REQUESTS MAY APPLY