



BONNER COUNTY PUBLIC RECORDS REQUEST

REQUESTER INFORMATION

Name: _____ Date: _____

Mailing Address: _____

City/State/Zip: _____

Phone: _____ Email: _____

DESCRIPTION OF RECORDS SOUGHT

Please be as specific as possible to help us locate the records. Include date ranges, keywords, and document types, and/or department.

REQUEST TYPE: Circle or check one

☐ I wish to **Examine** the records (Inspection only).

☐ I wish to receive **Copies** of the records.

DELIVERY METHOD: Circle or check one

☐ Pick up ☐ Standard Mail ☐ Email

☐ Fax: _____

RESIDENCY DECLARATION (Required per Idaho Code § 74-102(4))

I hereby declare, under oath, the following regarding my residency status:

☐ I AM a resident of the State of Idaho (or an employee of a resident).

☐ I AM NOT a resident of the State of Idaho.

ACKNOWLEDGMENT OF TIMELINE*

Resident Requests: (Idaho Code § 74-103(2))

- A response is due within **three (3) working days**.
- If more time is needed, a written notice will extend the deadline to **ten (10) working days**.

Non-Resident Requests: (Idaho Code § 74-103(2))

- A response is due within **twenty-one (21) working days**.
- If more time is needed, a written notice will extend the deadline to **thirty-five (35) working days**.

ACKNOWLEDGMENT OF FEES

Resident Requests (Idaho Code § 74-102(10)):

- **Labor:** No charge for the first two (2) hours of staff time.
- **Copies:** No charge for the first one hundred (100) pages of standard black and white copies.

Non-Resident Requests (Idaho Code § 74-102(10)(g)):

- **Labor & Copying:** Bonner County may charge for **all** labor and copying costs associated with locating and duplicating records. The "first two hours/100 pages free" provision does not apply to non-residents.
- **Advance Payment:** A deposit or full payment may be required before the request is processed.

***Note on Timeline:** The statutory period for the agency's response shall remain suspended pending receipt of the required payment. Should we not receive payment or a sufficiently narrowed request within **ten business days of the date of correspondence**, the request will be deemed closed.

Signature: _____ Date: _____

OFFICIAL USE ONLY

Received By: _____ Date: _____ Time: _____

Assigned Dept: _____ Request ID #: _____

Pursuant to the Idaho Public Records Act, **Idaho Code Title 74, Chapter 1**, this form serves as the official response to your public records request detailed above. The Agency has reviewed your request and has determined the following action must be taken:

SECTION I: STATUS OF REQUEST

☐ **GRANTED IN FULL**

☐ **RESIDENT EXTENSION NOTICE** – Pursuant to Idaho Code § 74-103(1), the records cannot be retrieved or reviewed within the initial three (3) working days. The Agency hereby extends the response period to a total of ten (10) working days from the date the request was received.

☐ **NON-RESIDENT EXTENSION** – The requester has been identified as a non-resident of the State of Idaho. Pursuant to Idaho Code § 74-103(1), the records cannot be retrieved or reviewed within the initial twenty-one (21) working days. The Agency hereby extends the response period to a total of thirty-five (35) working days from the date the request was received.

☐ **ADVANCE PAYMENT REQUIRED** – The statutory period for the agency's response shall remain suspended pending receipt of the required payment. Should we not receive payment or a sufficiently narrowed request within ten business days of the date of correspondence, the request will be deemed closed.

Financials: Total Labor: _____ Total Pages: _____ **Total Cost Due:** \$ _____

Department	Estimated Labor Hours	Hourly Rate	Subtotal
		\$	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$
TOTAL ESTIMATE		\$	\$

☐ **CONVERSION / PREPARATION DELAY** – Pursuant to Idaho Code § 74-103(2), the requested records require complex electronic data conversion or formatting into an accessible standard format. A mutually agreed-upon delivery timeline has been established as:

Agreed Delivery Date: _____

☐ **DENIED IN PART / REDACTED** – Your request is granted in part. However, portions of the requested records are legally exempt from public disclosure under Idaho law and have been redacted or omitted. **See sections II & III.**

☐ **DENIED IN FULL** – Your request is denied in full because the requested records are entirely exempt from public disclosure, or no responsive records exist within this agency. **See sections II & III.**

SECTION II: LEGAL JUSTIFICATION FOR REDACTION OR DENIAL

If your request was denied in whole or in part, the specific legal authorities and exemptions under Idaho Code Title 74, Chapter 1 justifying the exemption are detailed below:

Record / Information Exempted _____

Idaho Code Citation § 74 – _____

Brief Description of Statutory Exemption _____

SECTION III: DENIALS – ATTORNEY REVIEW AND RIGHT TO APPEAL

Pursuant to Idaho Code §74-103, your request has been reviewed by our attorneys. Should you feel aggrieved by this decision, you may seek redress in district court within 180 days of this mailing as set forth in Idaho Code §74-115.

Signature of Bonner County Representative: _____ Date: _____

Title / Department: _____

While standard public records requests are governed by the **Idaho Public Records Act (I.C. § 74-102)**, the duplication of recorded records, land documents and certified court records is governed by specific Idaho Statutes and county fee schedules. **Recorder's Office (I.C. § 31-3205) and Courts (I.C. § 31-3201)**.

***Payment in Advance:** When fees are due, Bonner County requires those fees to be prepaid before documents will be copied, certified, or mailed out. Checks should be made payable to the **"Bonner County", "Bonner County Recorder" or "Clerk of the District Court"** respectively.

1. General Public Records Requests Fees (All County Departments)

Quantity / Type	Fee Amount
Black & White Copies – First 100 pages –	\$0.00 (No Charge) (Does not apply to non-Idaho residents)
Black & White Copies – Pages 101+	\$0.25 per page
Color Copies – 8 ½ x 11	\$1.25 per page
Color Copies – 8 ½ x 14	\$1.75 per page
Color Copies – 11x17	\$2.50 per page
Electronic Records (Email/Download)	\$0.00 (No Charge)
Staff/Legal Labor – Residents of Idaho Only	First 2 hours free. Thereafter, hourly rate of lowest-paid employee qualified to process/redact.
Staff/Legal Labor – Non-Idaho Residents	Hourly rate of lowest-paid employee qualified to process/redact.
Media / Formatting Type	Fee Amount
Electronic Records (Email/Download) – Residents of Idaho Only	\$0.00 (No Charge) (<i>Unless labor exceeds 2 hours</i>)
Electronic Records (Email/Download) – Non-Idaho Residents	Hourly rate of lowest-paid employee qualified to process/redact.
Physical Media (CD, DVD, USB Flash Drive)	Actual direct cost of the blank media device.
Non-Standard Copies (Maps, Blueprints, etc.)	Actual commercial or internal cost of reproduction.
Third-Party Format Conversion and Hearing Transcripts	Actual cost of conversion charged to the County.
Credit Card Processing Fee	3.0% + \$1.00

2. County Recorder / Land Records Fees

Service Type	Fee Amount
Standard Copy of Recorded Document	\$1.00 per page
Certified Copy of Recorded Document	\$1.00 per document certification fee (<i>plus \$1.00/page copy fee</i>)
Copy of Recorded Survey	\$4.00 per page
Copy of Recorded Plat Map	\$4.00 per page
Military Discharge (DD-214) Copy	\$0.00 (No Charge) ID Required (Secured Document)
Credit Card Processing Fee	3.0% + \$1.00

3. Court Records Fees (District Court Clerk)

Service Type	Fee Amount
Uncertified Copy of Court Record	\$1.00 per page
Certification Fee with Court Seal	Additional \$1.00 per document
Comparing and Conforming Prepared Copy	\$0.50 per page (<i>If you bring your own pre-printed copy for the clerk to verify</i>)
Exemplified Copy	Additional \$1.00 per Court Seal
Storage Retrieval Fee	\$20.00 per File
Audio Recordings	\$10.00 per 8GB Flash Drive or Electronic Transfer
Credit Card Processing Fee	3.5%

4. Postage and Handling Fees

Postage and Handling	Fee Amount
Standard Envelope (1-4 pages)	\$1.63
Large Envelope (5-9 pages)	\$2.40
Large Envelope (10-25 page)	\$5.55
Large Envelope (26-50 pages)	\$10.75
Email (Documents Only)	No Charge
Flash Drive (1)	\$5.00
Express Mail	TBD