

## REQUEST TO EXAMINE PUBLIC RECORDS

Date \_\_\_\_\_

In order to best serve the public and to as expeditiously as possible process your request for public records, all requests to examine 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 and telephone number so that we may respond to this request.

Pursuant to Idaho Code, § 74-102 [ ] I request to examine and/or [ ] I request copies of these records:

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Printed Name \_\_\_\_\_

Mailing Address \_\_\_\_\_

City, State, Zip Code \_\_\_\_\_

Telephone Number \_\_\_\_\_

Email Address \_\_\_\_\_

[ ] I wish to pick up these records when they are ready.

[ ] I wish to have these records mailed to me when they are ready.

[ ] I wish to have these records emailed to me when they are ready.

[ ] I wish to have these records faxed to me \_\_\_\_\_  
(local numbers only)

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.

We will respond to this request within **three (3)** business days. If the material requested is not available within the three business days, we will notify you in writing, Idaho Code § 74-103, that said records will be provided no later than **ten (10)** business days following the date of request.

DO NOT WRITE BELOW THIS LINE – FOR OFFICIAL USE ONLY

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Received by: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_ Public Request #: \_\_\_\_\_

[ ] No record(s) found [ ] Denied Date Mailed/Released/Faxed \_\_\_\_\_

Number of copies provided: \_\_\_\_\_ Total cost for this request \$ \_\_\_\_\_

**RESPONSES TO A REQUEST FOR BONNER COUNTY RECORDS  
IF NOT AVAILABLE WITHIN THREE (3) DAYS**

Option #1: RECORDS AVAILABLE WITHIN 10 DAYS

A request by \_\_\_\_\_

To examine [ ] or copy [ ] the following records cannot be fulfilled within the three (3) business days. This notifies you in writing that these records will be provided not later than ten (10) business days from the date of receipt:

\_\_\_\_\_

Signed: \_\_\_\_\_  
(Department)

Option #2: DETERMINATION RECORDS NOT AVAILABLE IN WHOLE OR IN PART

1. If Bonner County fails to respond within the ten (10) business days, the request shall be deemed to be denied.
2. Further, if the request for examination [ ] or copying [ ] is denied in part, and granted in part, this notifies you in writing that there is a partial denial of request for the public record.

Signed: \_\_\_\_\_  
(Department)

Option #3: REASON RECORDS NOT AVAILABLE

This notice for denial, or partial denial, according to Idaho Code § 74-103 states:

- [ ] 1. The attorney for Bonner County has reviewed the request; or
- [ ] 2. The Department has had as opportunity to consult with an attorney and has chosen not to do; or
- [ ] 3. This notice indicates the statutory authority for denial:  
\_\_\_\_\_
- [ ] 4. Right to appeal decision of denial or partial denial and the time periods for doing so are found in Idaho Code §§ 74-115-120.

Signed: \_\_\_\_\_  
(Department)

**NOTE: You may be required to pay the total cost of your request upon application.**

**COST FOR PROVIDING PUBLIC RECORDS**

<b>Copies:</b>	8½ x 11 Black and White	.10/page (plus sales tax) up to 100 pages
	8½ x 11 Black and White	.25/page (plus sales tax) over 100 pages
	8½ x 11 Black and White	.25/page (plus sales tax) Redact Confidential
	9½ x 11 Black and White	.20/page (plus sales tax)
	8½ x 14 Black and White	.15/page (plus sales tax)
	11 x 17 Black and White	.20/page (plus sales tax)
	8½ x 11 Color	\$1.25/page (plus sales tax)
	8½ x 14 Color	\$1.75/page (plus sales tax)
	11 x 17 Color	\$2.50/page (plus sales tax)
	Title 12, BCRC	\$17.00 (plus sales tax)
	If we are mailing add	5.50
	Comprehensive Plan USB	\$15.00 (includes sales tax)
	If we are mailing add	5.50
	BMP's (Best Management Practices)	\$15.00 (includes sales tax)
	Transcripts of hearings	SEE PREPARATION SHEET
	Zoning Maps (reduced)	\$2.50 each (includes sales tax)
	Supplemental zoning maps USB	\$15.00 (includes sales tax)
	If we are mailing add	2.00
	Voter List	\$20.00 (plus sales tax) (plus cost of tape) (plus cost of mailing)
	Recorded Documents	as per Idaho Statute
	Court Documents	as per Idaho Statute
	Computer generated reports (Blue Bar 14 7/8 x 11)	.50 cents each page (plus sales tax)
	Duplication of Tapes or USB	6.25 each (plus sales tax)

Files needing specialized paper to be determined by cost for that department Idaho Code 31-3205.

Electronic copying to be determined by cost for that department Idaho Code §§74-101-102 or other pertinent statutes.

No charge for the first two hours of staff time. Staff time over two hours will be charge at an hourly rate. (Contact the Planning office for the current hourly rate.)

**Agency will limit their response to only one (1) for requests that involve the same document(s) from multiple offices.**