



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 #: _____