

City of Idaho City



511 Main St. | PO Box 130 | Idaho City, ID 83631

Phone (208) 392-4584

www.idahocity.municipalimpact.com

Public Records Request Form

Requests may be emailed to:

Nancy Ptak – City Clerk - General Records Custodian – idahocityclerk@cityofic.org

Brent Watson – Police Chief – Law Enforcement Records Custodian – idahocitypd.194@cityofic.org

Date: _____

I hereby request, pursuant to Idaho Code § 74-101 through 74-126, to examine and / or copy the following public records held at Idaho City, City Hall:

- ❖ These records specifically pertain to myself.
- ❖ I request to merely examine these records.
- ❖ I request copies of these records.
- ❖ I request certified copies of these records.

Printed Name: _____

Mailing Address: _____

Telephone Number: ____ (____) _____

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 § 74-102 4(b) & § 74-120.

*****Office Use Only*****

Date Request Received: _____ Request Received By: _____

Date Request Completed: _____ Request Completed By: _____

Except for fees that are authorized or prescribed under other provisions of Idaho law, no fee shall be charged for the first two (2) hours of labor in responding to a request for public records, or for copying the first one hundred (100) pages of paper records that are requested. For responses that exceed the above, the following fees shall apply:

COPYING FEES

Black .10 per page

Color .50 per page

Copies of City information or data held in any but written form will be calculated as to the direct costs incurred in copying such information or data.

I acknowledge receipt of the above requested records.

Signature: _____ Date: _____