



MINIDOKA COUNTY

**P.O. Box 368 - 715 G Street
Rupert, Idaho 83350-0368**

REQUEST FOR PUBLIC RECORDS

Administrative Use Only

Date Received _____ Mailed Faxed Walked In
Received by _____
Number of documents _____

I hereby request, pursuant to Idaho Code § 74-102

- these records specifically pertain to myself; or,
- to examine the following record(s); or,
- a copy of the following record(s).

FURTHER DESCRIPTIVE INFORMATION:

****PLEASE PRINT****

Date of Request: _____

Name: _____

Address: _____

City State Zip _____

Day time phone number: _____

Fax number: _____

E-mail address: _____
(for notification purposes)

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.

TO BE COMPLETED BY THE CUSTODIAN:

Your request has been approved. See attached documents or please contact the undersigned to arrange a time to examine the records. (This may be a partial approval. See items 2 or 3 regarding records not located or deemed exempt.)

_____ Number of Copies Provided
\$ _____ Total Cost

It has been determined that additional time is required to locate or retrieve the records you have requested.. Said records shall be available on _____, or further information will be provided regarding your request. (No longer than 10 days from request.)

Your request has been denied as following records are exempt from public disclosure for the stated reason.

Idaho Code Section

The attorney for the entity has reviewed your request and this response.

NOTICE: PURSUANT TO IDAHO CODE § 74-115 YOU HAVE 180 DAYS TO APPEAL THIS DECISION BY FILING A PETITION IN STATE DISTRICT COURT IN THE COUNTY WHERE ALL OR PART OF THE RECORDS ARE LOCATED.

Custodian: _____

Department: _____ Telephone: _____

NOTICE: FAX, E-MAIL, MAIL BY USPS OR HAND DELIVER THIS SIGNED FORM TO THE PROPER CUSTODIAN OF RECORD.

Designated Custodians are, those employees authorized to perform specific responsibilities that are described in this policy, including denying requests for information when appropriate to do so.

Minidoka County Public Records Policy