PUBLIC RECORDS REQUEST

**POWER COUNTY**

543 Bannock Ave., American Falls, ID

|  |  |  |
| --- | --- | --- |
| **Name:** | **Date:** | **Time:** |
| **Mailing Address, City, State, Zip:** | **Phone:** | **Fax:** |
| **Email:****Preferred delivery by** **[ ]  Email [ ]  Mail [ ]  Personal Pick up** |

All requests for public information must be made in writing. Please make your request specific and concise, including department(s) and document type(s), as this will expedite the processing of your request. Please be advised that all requests will be completed within the statutory 3-10 days. Once the record is researched you will be contacted and advised of the estimated charge associated with your request. All charges must be paid before the record will be prepared for delivery.

I am requesting to copy or examine certain records of the Power County  Office, which may be identified as follows:       .

[ ]  These records pertain specifically to me [ ]  I request copies of these records [ ]  I only need to examine these records

**I certify that the requested information will not be used as a mailing or telephone list as prohibited under Idaho Code §74-101 - §74-120.**

**Signature of Requesting Party:**

**RESPONSE**

[ ]  The requested record is attached and was delivered on this       via .

[ ]  Response is delayed because;

[ ]  Additional time is necessary to locate or retrieve the requested record. You should receive a response no later than ten (10) working days following the date of your request.

[ ]  The electronic records requested will have to be converted to *another* electronic format, which will take more than ten (10) working days following the date of your request to respond. Please contact (the) Power County to discuss when you can expect to receive a response.

[ ]  Before your record is prepared, the **estimated** cost associated with your request payment in the amount of must be paid. Please contact Power County to discuss the amount and manner of the advance payment. Refund or final balance must be paid upon delivery of the record.

[ ]  Unable to Respond for One or More of the Following Reasons

[ ]  The request is ambiguous. Please provide additional information to clarify your request.

[ ]  The requested records are not known to exist.

[ ]  This office or department is not the custodian of the requested record.

[ ]  Notice of Denial: The requested record is exempt from disclosure pursuant to Idaho Code § 74- . (104-111)

[ ]  Notice of Partial Denial: Your request has been partially denied. Certain information has been determined to be exempt from disclosure pursuant to Idaho Code § 74- . (104-111), and has therefore been redacted from the requested record. A copy of the requested record with the exempt information redacted is attached.

If your request has been denied or partially denied, an attorney for Power County has reviewed the request, or Power County has had the opportunity to consult with an attorney regarding the request for examination or copying of a record and has chosen not to do so.

If you wish to appeal the denial or partial denial of your request for public records you may do so pursuant to the provisions of Idaho Code § 74-115, which requires that a petition be filed in the District Court within 180 days from the date of the mailing of the notice of denial or partial denial.

Date:

 Signature of Responding Official/Custodian