



PUBLIC RECORDS REQUEST FORM

Date: _____ Time: _____

Name: _____ E-mail: _____

Mailing Address: _____

Telephone Number: _____

I am requesting to copy or to examine certain records of City of Filer of which may be identified as follows:

Response

Request Granted

- The requested record is attached
- The records can be inspected by means of appointment only

Response Delayed

- 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 record 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 City Office to discuss when you will receive a response.

Advance Payment

The City will require advance payment of the cost associated with responding to your request. Please contact Filer City Office to discuss the amount and manner of the advance payment.

Unable to Respond for One or More of the Following Reasons:

- Request is ambiguous.
- Record not known to exist
- City Clerk/City Office is not the custodian of the requested record.

Notice of Denial

The requested record is exempt from disclosure pursuant to Idaho Code: _____.

Notice of Partial Denial

Your request has been partially denied. Certain information has been determined to be exempt from disclosure pursuant to Idaho Code: _____, 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, the attorney for the City of Filer has reviewed the request, or the City of Filer 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 § 9-343, 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.

Payment received for _____ copies: \$ _____ (amount received)

Date: _____

Signature of Filer City Clerk or Deputy Clerk