



# CASSIA COUNTY

1459 OVERLAND AVENUE / BURLEY, ID 83318

## REQUEST FOR PUBLIC RECORDS

### Administrative Use Only

Date Received \_\_\_\_\_

Received by \_\_\_\_\_

Mailed  Faxed  Walked In

Payment received for one (1) copy  
each of \_\_\_\_\_ documents.

Amount Received \_\_\_\_\_

Receipt Number \_\_\_\_\_

I hereby request, pursuant to Idaho Code § 9-338

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

### FURTHER DESCRIPTIVE INFORMATION:

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### PLEASE PRINT

Date of Request \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City

State

Zip

Day time phone number: \_\_\_\_\_ Fax 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 § 9-348.*

### TO BE COMPLETED BY THE CUSTODIAN:

1.  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**
2.  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.)
3.  Your request has been denied as following records are exempt from public disclosure for the stated reason.  
 \_\_\_\_\_ **Idaho Code Section**  
 \_\_\_\_\_  
 \_\_\_\_\_
4.  The attorney for the entity has reviewed your request and this response.

**NOTICE: PURSUANT TO IDAHO CODE § 9-343 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 \_\_\_\_\_