



CASSIA COUNTY

1459 OVERLAND AVENUE / BURLEY, ID 83318

REQUEST FOR PUBLIC RECORDS

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).

CLEAR DESCRIPTION OF RECORD(S) SOUGHT: _____

PLEASE PRINT CLEARLY

Date of Request _____

Name: _____

Address: _____

City

State

Zip

Email Address: _____

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 § 74-102.

TO BE COMPLETED BY THE CUSTODIAN OF RECORD(S):

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

3. 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: _____

OFFICE USE ONLY

Date Received _____

Received by _____

Mailed Faxed Walked In

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

Amount Received _____

Receipt Number _____

**III.
DESIGNATED CUSTODIANS**

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.

The following positions are the designated custodians for Cassia County:

General Custodian/Courthouse: County Clerk
 General Custodian/Law Enforcement: Sheriff
 Department/Division/Other
 Designated Custodians

<u>DEPARTMENT/DIVISION/OTHER</u>	<u>Designated Custodian</u>		
Planning & Zoning	County Administrator	Phone:	208-878-7302
Risk Management		Fax:	208-878-3510
Commissioners Personnel			
(Job performance issues/Medical Information Building Inspector / Compliance Officer			
Magistrate Clerk Office	County Clerk	Phone:	208-878-5231
District Clerk Office		Fax:	208-878-1003
Auditor Office		Phone:	208-878-1004
		Fax:	208-878-8825
Recorder		Phone:	208-878-5240
		Fax:	208-878-8825
Personnel (Status Information)		Phone:	208-878-1004
		Fax:	208-878-8825
Elections:		Phone:	208-878-5240
		Fax:	208-878-8825
Medical Indigency/ Social Services	Phone:	208-878-5246	
	Fax:	208-878-8825	
Extension Office	County Extension	Phone:	208-878-4043
Agent Weed Department		Fax:	208-878-7862
Assessor's Office	Assessor	Phone:	208-878-3540
		Fax:	208-878-1014
Treasurer's Office	Treasurer	Phone:	208-878-7202
		Fax:	208-878-1012
Coroner's Office	Coroner	Phone:	208-431-0119
		Fax:	208-878-3510
Fair Board	President of the Board	Phone:	208-678-9150
Road Department	Chairperson of Board		
Mini-Cassia Criminal Justice Center	Jail Administrator	Phone:	208-878-1000
		Fax:	208-878-1100
General Custodian Law Enforcement	Sheriff	Phone:	208-878-1107
Adult Misdemeanor Probation		Fax:	208-878-4475