



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 _____

Pursuant to Resolution No. 2021-019, executed by the Board of Commissioners for Cassia County on the 2nd day of November, 2021, the Board hereby designates the following custodians for public records in cassia County:

Nature and Type of Record	Designated Custodian	
Assessor's Office Records Motor Vehicle Records	Assessor	Phone: 208-878-3540 Fax: 208-878-1014
Court Records Auditor Records County Vehicle Titles Recorder Records Personnel Files Elections Medical Indigency Unemployment Claims Worker Compensation Claims	Clerk, Auditor, Recorder	Phone: 208-878-1004 Fax: 208-878-8825
Commissioner Records Commissioner Resolutions Ordinances	Clerk of the Board of Commissioners	Phone: 208-878-1004 Fax: 208-878-8825
Coroner Reports and Records	Coroner	Phone: 208-431-0119
Extension Office Records	Extension Agent	Phone: 208-878-4043 Fax: 208-878-7862
Fair Records and Reports and Contracts	Fair Board Secretary	Phone: 208-678-9150 Fax: 208-678-6312
Information Technology Records	I.T. Administrator	Phone: 208-878-1235
Law Enforcement Records and Reports Jail Records and Reports	Sheriff	Phone: 208-878-1002 Fax: 208-878-4475
Prosecution Office Files, Records, Reports	Prosecutor	Phone: 208-878-0419 Fax: 208-878-2924
Public Defender Files, Records, Reports	Chief Public Defender	Phone: 208-878-6801 Fax: 208-878-3483
Risk Management Records Tort Claim Files Files of Claims by or against the County	Risk Manager	Phone: 208-878-7302 Fax: 208-878-3510
Treasurer Office Records and Reports Tax Collector Records and Reports Public Administration Records	Treasurer	Phone: 208-878-7202 Fax: 208-878-1012
Weed and Pest Records and Reports	Weed Supervisor	Phone: 208-878-4043 Fax: 208-878-7862
Zoning and Building Records, Reports, Files Planning and Zoning Files Planning and Zoning Resolutions Flood Plain and Flood Management Matters	Zoning Director	Phone: 208-878-7302 Fax: 208-878-3510