

City of Roberts

REQUEST TO EXAMINE/COPY PUBLIC RECORDS

Please return this completed form to the City Clerk's Office, PO Box 242 Roberts, ID 83444 or by email to robertscityclerk@yahoo.com or by fax to (208)228-9492 or in person during regular business hours. Your request for public records pursuant to Idaho Code Title 74 Chapter 1 will be processed within three working days of the date of receipt of the request. If more time is needed to process your request, you will be notified in writing and your request will be answered within 10 working days. Fees will be charged pursuant to State Code, City Resolution and Judicial Order. Voluminous and/or complex requests will incur labor costs that must be paid in advance. All fees must be paid in full before the records are released.

All requests to copy or examine public records must be made in writing. Please help us in this process by filling out this form completely. Please PRINT your name, address and telephone number.

REQUESTOR'S INFORMATION:

Name of Requesting Party: _____

Mailing Address: _____

Phone #: _____ Email: _____

Please use dates of the incident, meeting, decision, event, etc., to help describe what you are requesting.

I hereby request, pursuant to *Idaho Code 74-102*, to examine and/or copy the following public records:

Signature: _____

I acknowledge by my signature that the record(s) sought by this request will not be used for a mailing list or telephone lists as set forth in Idaho Code 74-120.

STAFF USE ONLY

Date Received _____ By _____

Request Completed By _____

Requester Notified On _____

Request Picked Up On _____

Request Denied because _____

FEES CHARGED

_____ X _____ = \$ _____
of Pages Copied

_____ X _____ = \$ _____
of Media device

_____ X _____ = \$ _____
of Hours Worked

_____ X _____ = \$ _____
Mailing Costs

TOTAL COST = \$ _____

-OVER-

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City of Roberts Public Records Request Policy

1. Persons requesting copies of the City's public records may be required to make a written request on the appropriate form.

2. All public records requests shall be responded to in writing within three (3) working days after the date the request is received. The response shall either grant the request, deny the request and state the reason why, or give notice that additional time is needed to fill the request. Upon proper written notice, an additional seven (7) working days may be taken to fill the request.

3. CITY STAFF CANNOT PERFORM SEARCHES OF PUBLIC RECORDS. All persons requesting public records must describe the specific records requested. City Staff may ask questions to help requester narrow the scope of requests. The City is unable to fulfill requests such as "all documents related to the landfill," or "all Instruments related to Susan Peterson." Persons desiring this type of information must first use the public access computer to research the available records and determine exactly which documents are desired, such as "City Council Minutes from 6-1-2003," or "Ordinance #561."

4. Fees will be charged pursuant to State Code. No fee shall be charged for the first 100 paper copies of public records. Fee waivers will be granted only for requests that serve the public's interest as defined by State Code.

5. The actual labor costs associated with locating and copying documents will be charged if the request is for more than (100) pages of paper records, or includes records from which nonpublic information must be deleted, or if the actual labor associated with locating and copying documents for a request exceeds two (2) hours. Labor costs will be charged as allowed by State Law. The City shall require advance payment when the cost of fulfilling a public records request is estimated to exceed two (2) labor hours. All costs must be paid prior to distribution of the records.

6. For providing a copy of a computer disc, microfilm, digital recording or other media, a fee reflecting the actual cost of making the record will be charged. Any conversion of a record to make it readable by specific equipment is the sole responsibility of the person requesting the record.

7. When copies of records are mailed or faxed at the request of the person seeking such records, the person shall pay the cost of mailing or faxing pursuant to State Code.

8. If requested records have been archived at the State Historical Society offices in Boise, the requester must pay estimated retrieval postage expenses in advance.

9. The denial of a request for public records may be appealed through a petition to the City of Roberts at City Hall. The petition must be filed within 180 calendar days from the date of postmark of the notice of denial. NOTE: Records released pursuant to this request are not warranted as to completeness or accuracy. The information provided represents only information which may be disclosed pursuant to Idaho Code Title 74 Chapter 1. Additional records from other sources may present a more accurate representation of a given situation.