

PUBLIC RECORDS REQUEST

Building Department & Planning and Zoning

Jerome County • 300 North Lincoln, Room 200, Jerome ID 83338 • (208) 324-9116 • Facsimile (208) 324-9263

Website: www.jeromecountyid.us * Email: planning&zoning@co.jerome.id.us

Date: _____ Name: _____
First Name Last Name

Mailing Address: _____
City State Zip Code

Email Address: _____

Phone: (_____) _____ - _____ Fax: (_____) _____ - _____

PUBLIC RECORD(S) REQUESTED: (Be Sure to Include the Type or Title of Record, Names, Dates, ect.)

Please Note: Costs may apply if fulfillment of this request requires more than 100 copies or 2 hours of Staff Labor. Idaho Code § 9-338(10)(b)

Responses to this section are governed by Idaho Code §9-337 through 9-339.

By submitting this request, you acknowledge Idaho Code § 9-348, Prohibition on distribution or sale of mailing or telephone number lists.

- Public Records Request, viewing only, no copies requested
- Public Records Request approved in full or in part (see below)
- Public Records Request is not approved (see below)

Records Custodian Department Title

- Your request is being processed; however, it has been determined that additional time will be required to locate, retrieve and/or copy the records you have requested. Your request will be provided no later than ten days from the date of your original request and you will be notified when the records you requested are ready for your review or copies thereof can be picked-up.
- Please contact the office to arrange a time to examine the records that have been approved for disclosure.
- Costs apply and will need to be tendered before viewing or copies will be released per I.C. §9-338(10)(b).
Copies _____ x \$ 0.15 each, postage _____, staff labor hours _____ x \$ _____ totaling \$ _____ due.
- Some of the record(s) or information requested is exempt from disclosure. The exempt information has either been withheld or redacted from disclosure.
- I am unable to determine the records being sought as a result of your request being too:
 - Vague - Please be more specific by providing dates or names of documents requested.
 - Broad -Please narrow or define or state with more specificity the time period or scope of the documents.
 - Other: _____
- There is no recorded documentation (and thus no records) concerning the subject matter of your request.
- This department (the one you directed your request to) is not the keeper of the records that you seek. Please be advised that the proper department is _____
- Other/Further Explanation (see Public Records Request Addendum)

Notice: To the extent this response may be considered a denial or partial denial of a request for information under Idaho's public records laws, you have the right to appeal such denial pursuant to Idaho code § 9-343. Pursuant to that section, you have 180 calendar days from the date of denial to file a petition in the district court for an order compelling the production of the public records to which you believe you have been denied access.

OFFICE USE ONLY

Notification Date: _____ Notification by: Mail Email Fax In Person Other

Completed By: _____ Time: _____ Cost: _____