

Lakeland Joint School District #272

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REQUEST FOR PUBLIC RECORDS

Records Requested:

(Please state your request in detail attaching extra pages to further describe the specifics of your request)

Mailing Address:

Name (Please Print) _____ Date of Request: _____

Address _____ Daytime Phone Number _____

City _____ State _____ Zip _____ Email Address _____

To Be Completed By District Personnel:

Date Received _____ Received by _____
10-Day Extension Requested. Document(s)/Item(s) due: _____
Record Request Granted. Date Sent to Requester: _____
Record Request Partially Denied. Date Letter Sent to Requester: _____
Record Request Denied. Date Letter Sent to Patron: _____

District Personnel Comments/Notes: _____

A fee for copying and/or actual labor costs associated with locating and copying documents may be established and/or charged if (1) the document exceeds 100 pages or (2) non-public information must be redacted (deleted) or (3) actual labor to respond to the request exceeds two (2) hours. § 9- 338(10) (c), Idaho Code, provides that the fee charged for copying "may not exceed the actual cost to the agency of copying the record". Necessary costs will be applied in compliance with the guidelines set forth in the Act. If a copying or labor fee is to be charged, the following policies will apply:

- A. There shall be no charge for providing copies of records that total 100 pages or less. A per page cost often cents (\$.10) will be charged for each copied document in excess of 100 pages.
- B. A labor fee will be charged if the agency is providing more than 100 pages of paper records or doing two (2) hours or more if work to complete the request. This fee shall be charged at the per hour rate of the lowest paid employee who is qualified to process the request.
- C. If the request requires redactions to be made by the agency's attorney, a fee may be charged in accordance with the Idaho Public Records Law Manual.
- E. Postage costs may be charged, if mailed.

- F. Payment is expected prior to filling the request for the public record. Payment shall be by cash or check only.

A requester may not file multiple requests for public records to avoid payment of fees. The agency may aggregate requests and charge the appropriate fees. The agency shall not charge any fees for labor or copies when the requester demonstrates the examination and/or copying of records:

- A. Is likely to contribute significantly to the public's understanding of the operations or activities of the government;
- B. Is not primarily in the individual interest of the requester including, but not limited to, the requester's interest in litigation in which the requester is or may become a party;
- C. Will not occur if fees are charged because the requester has insufficient financial resources to pay such fees.

IV. Denial of Request

A public record request may be denied in whole or in part only by the administrator of the agency or his/her designee; and only after legal consultation. Such determination must be provided in writing to the requester stating the statutory authority for denial, stipulating clearly the right to appeal and the time for doing so.

I HAVE READ AND UNDERSTAND THE CHARGES WHICH MAY BE ASSOCIATED WITH MY REQUEST.

Signature

Per page cost for copies: _____; Actual time spent responding to request: _____

Estimated Fees: _____; **Total received:** _____ **Receipt Number** _____

Legal Reference: Title 9, Chapter 3 Public Records
I.C. 9-339 Response to Request for Examination of Public Records