



[Date]

[Name]

[Company]

[Address]

[City, State Zip Code]

RE: Request for Public Records Dated _____

Dear _____:

Your request for public records dated _____ for _____ [summarize request] was received on _____, 20____. The following information applies to your request for public records:

The documents you requested are attached.

Your request for documents is denied.

Your request for documents is granted in part and denied in part.

In the event your record request is denied or partially denied, the reason for such denial is because:

Public and non-public information is contained in the same document and the non-public information has been redacted.

The Information requested is exempt from disclosure pursuant to Idaho Code §74-_____.

In reviewing your request for public records:

Your request for information under the Idaho Public Records law and this response has been reviewed by our legal counsel.

The school district has had an opportunity to consult with an attorney regarding your request for examination or copying of a record and has chosen not to do so.

If you believe you were denied the right to receive copies of certain public records, your sole remedy is to institute a proceeding in the district court of the county where the records are located in conformance with the provisions of Idaho Code§ 74-115. Your petition must be filed within one hundred and eighty (180) calendar days of the mailing of this notice.

Sincerely,

[Name]

[Title]