



# MINIDOKA COUNTY

P.O. Box 368 - 715 G Street  
Rupert, Idaho 83350-0368

## REQUEST FOR PUBLIC RECORDS

### Administrative Use Only

Date Received \_\_\_\_\_  Mailed  Faxed  Walked In

Received by \_\_\_\_\_

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).

EXEMPTIONS: Exemptions are listed under Idaho Code §74-104 through §74-112  
Common requested records that are exempt from no cost disclosure pursuant to Idaho Code  
Title 74 are: Documents recorded with the County Recorder and documents filed in a court  
proceeding.

### FURTHER DESCRIPTIVE INFORMATION:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

***\*PLEASE PRINT\****

Date of Request: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City State Zip \_\_\_\_\_

Day time phone number: \_\_\_\_\_

Fax number: \_\_\_\_\_

E-mail address: \_\_\_\_\_

(for notification purposes)

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 § 74-120.*

31-3201. CLERK OF DISTRICT COURT - FEES. (1) The clerk of the district court shall lawfully charge, demand and receive the following fees for services rendered by him in discharging the duties imposed upon him by law:

For making copy of any file or record, per page ..... \$1.00  
For comparing and conforming a prepared copy of any file or record, per page .... \$ .50  
For certifying the same an additional fee for certificate and seal ..... \$1.00

31-3205. RECORDER'S FEES. (1) The county recorder is allowed and may receive for his services the following fees to be paid him by the party procuring his services:

- (c) For electronic copies (as defined in subsection (2) of this section) requested on a recurring basis, for each page or image ..... 5¢
- (d) For copies of any record or paper, for each page ..... \$1.00
- (e) For each certificate under seal, when required ..... \$1.00
- (j) For making a copy of a survey or highway right-of-way plat .. \$4.00
- (m) For comparing and certifying a prepared copy of a file or record in his office, for each page ..... 50¢
- (n) For each certificate under seal, an additional fee of ..... \$1.00

**TO BE COMPLETED BY THE CUSTODIAN:**

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

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.)

Your request has been denied as following records are exempt from public disclosure for the stated reason.

Idaho Code Section

\_\_\_\_\_

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: \_\_\_\_\_

**NOTICE: FAX, E-MAIL, MAIL BY USPS OR HAND DELIVER THIS SIGNED FORM TO THE PROPER CUSTODIAN OF RECORD.**

Designated Custodians are, those employees authorized to perform specific responsibilities that are described in this policy, including denying requests for information when appropriate to do so.

**Minidoka County Public Records Policy**