

BONNER COUNTY PUBLIC RECORDS REQUEST FORM

Date: _____ Time: _____
Name: _____ E-mail: _____
Mailing Address: _____
Telephone Number: _____

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

- I request to examine these records
 - I request copies of these records
 - I will pick up these records when they are ready
 - I request to have these records mailed to me when they are ready
 - I request to have these records faxed to me
- Circle One: Electronic / Hard Copy

(Local numbers only)

Signature: _____

Response

- Request Granted**
The requested record is attached
- Response Delayed**
 - Additional time is necessary to locate or retrieve the requested record. You should receive a response no later than ten (10) working days following the date of your request.
 - The electronic record requested will have to be converted to another electronic format which will take more than ten (10) days following the date of your request to respond. Please contact the office in which you submitted your request to discuss when you will receive a response.
- Advance Payment**
Bonner County will require advance payment of the cost associated with responding to your request. Please contact the office in which you submitted your request to discuss the amount and manner of the advance payment.
- Unable to Respond for One or More of the Following Reasons**
 - Request is Ambiguous.
 - Record not known to exist.
 - Bonner County Sheriff's Office is not the custodian of the requested record.
- Notice of Denial**
The requested record is exempt from disclosure pursuant to Idaho Code §74-(104-111, 124) ____
- Notice of Partial Denial**
Your request has been partially denied. Certain information has been determined to be exempt from disclosure pursuant to Idaho Code §74-(104-111, 124) ____ and has therefore been redacted from the requested record. A copy of the requested record with the exempt information redacted is attached.

If your request has been denied or partially denied, the attorney for Bonner County has reviewed the request, or Bonner County has had the opportunity to consult with an attorney regarding the request for examination or copying of a record and has chosen not to do so. If you wish to appeal the denial or partial denial of your request for public records you may do so pursuant to the provisions of Idaho Code §74-115, which requires that a petition be filed in the District Court within 180 days from the date of the mailing of the notice of denial or partial denial.

Signature of Bonner County Representative _____ Date _____

COST FOR PROVIDING PUBLIC RECORDS

NOTE: You may be required to pay the total cost of your request upon application

COST FOR PROVIDING PUBLIC RECORDS

Copies: 8 1/2 x 11 Black and White	.25/page (Plus Sales Tax) over 100 pages
8 1/2 x 11 Black and White	.25/page (Plus sales Tax) Redact Confidential
9 1/2 x 11 Black and White	.20/page (Plus Sales Tax)
8 1/2 x14 Black and White	.15/page (Plus Sales Tax)
11 x 17 Black and White	.20/page (Plus Sales Tax)
8 1/2 x 11 Color	\$1.25/page (Plus Sales Tax)
8 1/2 x 14 Color	\$1.75/page (Plus Sales Tax)
11 x 17 Color	\$ 2.50/page (Plus Sales Tax)
Title 12, BCRC	\$17.00 (Plus Sales Tax)
If we are mailing add	5.50
Comprehensive Plan CD	\$15.00 (Plus Sales Tax)
If we are mailing add	5.50
BMP's (Best Management Practices)	\$15.00 (Plus Sales Tax)
Transcripts of hearings	See Preparation Sheet
Zoning Maps (reduced)	\$2.50 each (Plus Sales Tax)
Supplemental zoning maps CD	\$15.00 (Plus Sales Tax)
If we are mailing add	2.00
Voter List	\$20.00 (Plus Sales Tax)
	(Plus cost of Tape)
	(Plus cost of mailing)
Recorded Documents	as per Idaho Statute
Court Documents	as per Idaho Statute
Computer generated reports (Blue Bar 14 7/8 x 11)	.50 cents each page (Plus Sales Tax)
Duplication CD's	\$6.63 (Includes Sales Tax)

Files needing Specialized paper to be determined by cost for that department per Idaho Code §31-3205.

Electronic copying to be determined by cost for that department Idaho Code §74-101 & §74-102 or other pertinent statutes.

Agency will limit their response to only one (1) for requests that involve the same documents(s) from multiple offices.

**RESPONSES TO A REQUEST FOR BONNER COUNTY RECORDS
IF NOT AVAILABLE WITHIN THREE (3) DAYS**

Option #1: RECORDS AVAILABLE WITHIN 10 DAYS

A request by _____

To examine or copy the following records cannot be fulfilled within the three (3) business days. This notifies you in writing that these records will be provided not later than ten (10) working days from the date of receipt: _____

Signed: _____
(department)

Option #2: DETERMINATION RECORDS NOT AVAILABLE IN WHOLE OR IN PART

1. If Bonner County fails to respond within the ten (10) working days, the request shall be deemed to be denied.
2. Further, if the request for examination or copying is denied in part, and granted in part, this notifies you in writing that there is a partial denial or request for the public record.

Signed: _____
(department)

Option #3: REASON RECORDS NOT AVAILABLE

This notice for denial, or partial denial, according to Idaho Code §74-103 states:

1. The attorney for Bonner County has reviewed the request; or
2. The Department has had an opportunity to consult with an attorney and has chosen not to do; or
3. This notice indicates the statutory authority for denial:

4. Right to appeal decision of denial or partial denial and the time periods for doing so are found in Idaho Code §74-115.

Signed: _____
(Department)