

REQUEST TO EXAMINE/COPY PUBLIC RECORDS INFORMATION

Date: _____

(Print Name) _____
First Last

Mailing address: _____

Telephone: (_____) _____ FAX: (_____) _____

I hereby request, pursuant to *Idaho Code § 74-102*, to examine and/or copy the following public records, or request the following information:

Check all boxes that apply

- These records specifically pertain to myself
- I request to merely examine these records
- I request to pick up copies of these records
- I request to have these records mailed to me
- I request to have these records e-mailed to me _____
(File size and availability may restrict ability to email records) Email Address

The requested information will be provided to you within three business days. If this deadline is not possible, you will be provided with a written explanation. You will be notified if there will be a cost involved, and what that cost will be.

Under penalty of perjury, I hereby certify that I will not be using, nor will I allow to be used in any form or manner, the records, documents, or lists obtained from the City of Kellogg as a mailing or telephone number list for any purpose in accordance with *Idaho Code § 74-120*.

I acknowledge that I have read and accept the **Costs Related to Public Record Request**

Signature: _____

OFFICE USE ONLY

Received By: _____ Date _____

Processed By: _____ Department: _____

Costs Related to Public Records Request

(no research or redaction required; over 100 copies or over 2 hours of copying or hours of records oversight, cumulatively – first 100 copies of black and white per 8 ½" X 11" image area at no charge so long as it can be done in less than 2 hours)

| | |
|--|---|
| Black and White Copies (single sided) | 5 cents per page (not to exceed 11 X 17) |
| Color Copies | 10 cents per page (not to exceed 8 ½ X 11) |
| DVD Copies | \$1.00 each |
| CD Copies | \$1.00 each |
| Photos | \$2.00 each per 8 ½" x10" or smaller image |
| Oversized documents (greater than 11" X 17") | – Net cost of duplication by outside vendor |

Records examination oversight charge (for services beyond 2 hours in any calendar year) – lowest hourly wage plus benefit amount of any employee qualified to assist in the records search and oversight.

Examination for redaction of confidential information - lowest hourly wage plus benefit amount of any employee qualified to assist in the records search and oversight. Legal services concerning redaction examination shall be charged at actual cost charged to City by qualified counsel whether prosecutor (employee – actual wage plus benefits) or city attorney's office (contract counsel at actual billed rate).

Records sought to be copied must be City records that actually exist. The City does not perform research projects for those who request records that require compilation. Records examination and copying must conform to available personnel to assure that regular City business can be maintained.

Prepayment is required for any records-related activities that exceed 2 hours during any calendar year. Prepayment amounts will be based upon good faith estimates of time and resources required. When records have been produced pursuant to a prepaid request and the amount prepaid exceeds actual costs, the City will refund any balance that is not expended in provision of services or copies. Copying will not be completed unless prepaid as required.

Serial records requests that are related to one another in any way will be treated as one request for purposes of calculating copying or records oversight charges during any calendar year.