PUBLIC RECORDS REQUEST

Bernadette Coderniz, City Clerk
152 East A Avenue
Jerome, Idaho 83338
(208) 324-8189 Ext 105 • fax (208)324-8204
email: bcoderniz@cityofjerome.org

Idaho Code §§ 74-101 through 74-126 governs public records requests. The intent of the law is that documents be provided upon request whenever possible. A public agency has three (3) working days from the date of the receipt of the request to grant or deny the information. Employees of the public agency are allowed to determine that a longer period of time is needed to locate or retrieve information, notify the individual in writing that more time is needed, and then grant or deny the request in whole or in part within ten (10) working days following the request. In the event the request is denied, the clerk will respond in writing, citing the statutory authority for the denial.

This code further permits the City of Jerome to verify requestor's identity for the purpose of protecting personal information and to ensure that the requested information is NOT to be used for purposes such as a mailing/solicitation list as prohibited by law.

Fees may be charged to recover labor costs for voluminous or complex requests, or requests that require locating archival information as well as direct recovery of mailing and or duplication to certain types of media to include computer tapes and discs.

PLEASE PRINT CLEARLY **Date of Request:** _____

Name of requesting party: _____
Address: _____
City: _____ **State** _____
Zip Code: _____
Daytime Phone: # _____ **Best time to reach you:** _____
Fax: # _____ **E-Mail Address:** _____

SPECIFIC DESCRIPTION OF RECORD(S) REQUESTED:

Requestor's Signature _____

Request received by: _____ Date Received: _____