



CITY OF GARDEN CITY

6015 Glenwood Street ■ Garden City, Idaho 83714
 Phone 208/472-2900 ■ Fax 208/472-2996

REQUEST TO EXAMINE/COPY PUBLIC DOCUMENTS

TO: CITY OF GARDEN CITY, IDAHO

(please mark all departments that you want to search for the requested public documents)

- | | | |
|--|---|--|
| <input type="checkbox"/> Mayor's Office (including City IT) | <input type="checkbox"/> City Treasurer | <input type="checkbox"/> City Attorney |
| <input type="checkbox"/> City Prosecutor | <input type="checkbox"/> City Police Department | <input type="checkbox"/> City Public Works |
| <input type="checkbox"/> City Clerk | <input type="checkbox"/> City Library | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> City Development Services (Building/Zoning) | | |

Date of Request: _____

Pursuant to Idaho Code § 74-102, I hereby request to examine and/or copy the following public record(s) (please list or identify specific names of documents, report numbers, or tracking references, such as names(s), dates(s), or locations(s) that may assist us with fulfilling your request):¹

I merely wish to examine these records.

(will occur at a time mutually convenient if request requires more than thirty minutes of staff time)

I wish to have copies of these records received by:

(to prevent alteration of the public record, Garden City does not provide copies of paper records by e-mail)

In person pickup (no delivery cost)

Mail (actual delivery cost)

Fax (actual delivery cost)

Name of Requesting Party	E-mail Address
Mailing Address	
Phone # ()	Fax # ()

I acknowledge by my signature that I will pay for all applicable material, labor, and delivery costs, and 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.

Signature _____

Do Not Write Below This Line – For Official Use Only

Request Received By:	Date and Time Received:	Date Request Fulfilled:
Requested from State or Garden City Archives	Requested By:	Date:
Received from State or Garden City Archives	Received By:	Date:
Received by Records Supervisor or Custodian of the Records	Received By:	Date:
Reviewed/Released by Attorney or Department Records Manager	Reviewed By:	Date:
Approved for Release: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Partial <input type="checkbox"/> Denied	Extension Letter: <input type="checkbox"/> Yes <input type="checkbox"/> No	Est. Cost Bill: Final Cost Bill: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No
Requestor Notified By: Date:	Released to Requestor By: Date:	Cost to Requestor (material/labor/delivery): \$
Date/Reason Re-filed:		

¹ Unless the requestor demonstrates an exemption pursuant to Idaho Code § 74-102, as determined by the City Clerk (Municipal Records Manager), the requestor shall be charged the material costs and the reasonable labor costs allowed by Idaho Code § 74-102 only if: (a) the request is for more than one hundred (100) pages of paper records; or (b) the request includes records from which nonpublic information must be deleted; or (c) the actual labor associated with responding exceeds two (2) person hours. The custodian of the public record shall require advance payment of the cost of labor and/or copying pursuant to Idaho Code § 74-102. Any money received by the City shall be credited to the account for which the expense being reimbursed was or will be charged, and such funds may be expended by the City as part of its appropriation from that fund.