



City of Soda Springs – 9 West 2nd South- Soda Springs, ID 83276

Phone: 208-547-2600 Email: andrea@sodaspringsid.com

REQUEST TO EXAMINE/COPY PUBLIC DOCUMENTS

TO: CITY OF SODA SPRINGS DATE OF REQUEST: _____

Please select which departments you would like to search for the requested public documents:

- | | | |
|--|--|---|
| ☐ Mayor's Office | ☐ City Library | ☐ City Hall |
| ☐ City Police Dept. | ☐ City Attorney | ☐ City Treasurer |
| ☐ City Public Works | ☐ City Development Services (Building/Zoning/Permits) | |

Pursuant to Idaho Code § 74-102, I hereby request to examine and/or copy the following public record(s). Requests should specifically describe the subject matter in sufficient detail to enable the public body to locate such records with reasonable effort. Please list or identify specific documents, report numbers, or tracking references.¹

☐ I wish to examine these records (will occur at a time mutually convenient if request requires more than 30 minutes).

I wish to have copies of these records received by:

☐ Email ☐ Mail (paper copies) ☐ In-person pick up (☐ paper copies)

Please note that the Fees for the Records request are-- over 100 pages, 0.25 per page, & over 2 hours, \$25/hr. + 0.25 per page.

Legal Review current rate of City Attorney

Electronic Records on devices- Actual cost of device + Labor.

Utility acct history / multi-units \$10.00

Name of Requesting Party:			
Mailing Address:	City:	State:	Zip:
Email address:	Phone #:		

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 _____ Date _____

Do Not Write Below This Line – For Official Use Only

Request received by:	Date & time received:	Date request fulfilled:	
Received by the Custodian of the Records	Received by:	Date:	
Reviewed/Released by Attorney	Reviewed by:	Date:	
Approved for release: Yes No Partial Denied	Extension letter: Yes No	Est. cost bill: Yes No	Final cost bill: Yes No
Requestor notified by Date:	Released to the requestor Date:	(material/labor/delivery.) Cost to Requestor \$	

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.