

DATE REQUEST RECEIVED:



COMPLIANCE DATE:

6095 E Mullan Trail Road
Coeur d Alene ID 83814
208-765-4714 / 208-667-6752 fax
Admin@es-hd.com

Public Records Request Form

PUBLIC RECORDS -- RIGHT TO EXAMINE. (1) Every person has a right to examine and take a copy of any public record of this state and there is a presumption that all public records in Idaho are open at all reasonable times for inspection except as otherwise expressly provided by statute.

I hereby request, pursuant to Idaho Code §74.102, to examine and/or copy the following public records:

- I wish to merely examine these records at the District office
- I would like copies of these records

Print Name: _____

Mailing Address: _____

Telephone Number: () _____

NOTE: The cost is \$0.00 per page for copied pages. If the request is more than (100) pages of paper records , the cost to the requestor is _____ per hour

Dated this _____ day of _____, 20____

Signature of Requestor _____

East Side Highway District Response

Request Granted

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 of your request.

Advance Payment

The Commissioners of the East Side Highway District will require advance payment of the cost associated with responding to your request. Please contact the ESHD to discuss the amount and manner of the advance payment.

Unable to Respond for One or More of the Following Reasons

Record is not known to exist

East Side Highway District 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)

If you wish to appeal the denial or 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.

Signature of the Requestor

Date: _____

Signature of the ESHD Representative

Date: _____