



City of Athol, Idaho
30355 Third St / PO Box 249 Athol, ID 83801
208-683-2101

Public Records Request

I, _____, request to ☐ examine or ☐ receive a copy of the following records:

Please provide specific details of the information requested (including date range):

How would you like to receive copies of the requested material (if applicable)?

Check one: ☐ In Person ☐ Email ☐ US Mail

*Please Note: If your request exceeds 2 hours of city staff labor or the allotted 100 free pages, a cost estimate will be provided. Per *Idaho State Code § 74-102*, a fee of 10¢ per black & white page, and 50¢ per color page may be charged, along with the hourly wage of the lowest-paid qualified staff able to complete the request. (see back of page for full text of I.S.C. § 74-102)

Contact Information

Printed Name: _____ Phone: (____) _____

Email: _____ Mailing Address: _____

City: _____ State: _____ Zip _____

Under penalty of law, I hereby certify that I will not use, nor will I allow to be used in any form or manner, the information received in this request as mailing or telephone list for purposes such as solicitation. I further certify such records requested will be for information only and will not be sold or distributed in any manner that is unlawful.)

Signature: _____ **Date of Request:** _____

FOR OFFICE USE ONLY

Date Request Received: _____ Received By: _____

Date Request Completed: _____ Completed by: _____

Fee Charged: _____ Paid \$ _____ Cash/Card/Check# _____ Staff Initial: _____



Public Records Request Fee Schedule per Idaho Code § 74-102

Idaho Code §74-102 authorizes the Department to establish fees to recover actual costs associated with locating and copying documents in responding to a public records request (PRR). Except for fees that are authorized or prescribed under other provisions of Idaho law, no fee shall be charged for the first two (2) hours of labor in responding to a PRR or for copying the first one hundred (100) pages of public records requested. The Department has established fees to recover the actual costs associated with locating and copying documents if:

- The request is for more than one hundred (100) pages of paper records
- The request includes records from which nonpublic information must be deleted.
- The actual labor associated with responding to the request exceeds two (2) person hours.
- Idaho sales tax shall be assessed on copy fees and the Department's out-of-pocket costs.
- Copies or printouts will be duplexed whenever possible and treated as a single copy for the purpose of fee assessment.
- If the Department has reason to believe that a requester or group of requesters is attempting to break down a request into a series of requests for the purpose of avoiding fee assessment, the Department will aggregate such requests to determine the total fee and charge accordingly.

Pursuant to Idaho Code §74-102, the Department established the following Public Records Fee Schedule:

Idaho Code Reference	Type of Work Involved	Charges
74-102(10)(a)	Photocopying less than 100 pages on standard 8 ½ x 11 paper where no redacting of confidential information is required.	No charge.
74-102 (10)(c),(e)	Photocopying on paper other than standard 8 ½ x 11 paper (e.g. blueprints, maps, etc.)	Actual copying cost & labor rate to be determined at time request is submitted if applicable.
74-102 (10)(b),(c),(e)	Photocopying more than 100 pages on standard 8 ½ x 11 paper.	.10¢ per page (black & white) \$.50 per page (color) & labor rate to be determined at time request is submitted, if applicable.
74-102 (10)(c)	Retrieval of archived information.	Out of pocket cost & labor rate to be determined at time request is submitted, if applicable.
74-102 (10)(b),(c),(e)	Request includes records from which non-public information must be redacted.	.10¢ per page (black & white) & labor rate to be determined at time request is submitted, if applicable.
74-102 (10)(b),(c),(e)	Where actual labor associated with locating and photocopying/printing hard copy and/or electronic documents equals or exceeds two (2) person hours.	.10¢ per page (black & white) & labor rate to be determined at time request is submitted, if applicable.
74-102 (10)(c)	Where the Department incurs out of pocket costs required for providing the requested records.	Actual out of pocket cost.
74-102 (10)(d)(ii)	Where the Department has a standard charge for selling information in the form of a publication.	Standard cost for selling information in the form of the publication.
74-102 (10)(d),(i)	Transfer of documentation in the form of computer tapes, discs, microfilm, or similar record media.	Actual copying cost & labor rate to be determined at time request is submitted, if applicable.
74-102 (10)(c)	Where copies of records are mailed or shipped.	Actual cost if greater than \$5.