

REQUEST TO EXAMINE / COPY PUBLIC RECORDS

TO: TWIN FALLS COUNTY

DATE _____

Pursuant to Idaho Code §74-102, all records or documents within the possession or control of the County are open to public inspection, unless exempt from disclosure by statutes. See Idaho Code §74-124, §74-105 through 74-111, and §74-206.

Under the following circumstances, the County may charge a fee to recover the actual labor cost associated with locating and copying the documents requested.

1. If the request is for more than one hundred (100) pages of paper records; or
2. The request includes records from which non-public information must be deleted; or
3. The actual labor associated with locating and copying documents for a request exceed two (2) person hours.
4. Fees for labor costs shall be assessed according to Idaho Code §74-102(10)(e) and may vary with each individual request.

The County may also charge a fee for duplicating a computer tape, computer disk, microfilm, or similar or analogous record system containing public information. Idaho Code §74-102.

I, _____ hereby request, pursuant to Idaho Code 74-102, to examine and/or copy the following public records (attach additional sheets if necessary):

- ☐ These records specifically pertain to myself.
☐ I wish to merely examine these records.
☐ I wish copies of these records.

Printed Name _____

Mailing Address _____

Telephone Number () _____

Signature _____

I acknowledge by my signature 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.