



## Public Records Searches & Requests

Many citizens do not understand the difference between a Public Records *Request* and a Public Records *Search*.

Almost all documents archived by Teton County are public records available for public review and copying. Exceptions include documents sealed by the court, those containing protected information such as personnel or health records, etc.

Persons wanting copies of public documents pursuant to Idaho Code Title 74 Chapter 1 should complete Teton County's *Public Records Request* form. County staff will process the request within three days or provide written notice that up to seven additional working days are needed.

A Public Records Request must describe the specific records requested, such as "County Commissioner Minutes from 6-1-2003," or "Instrument #876521." The County is unable to fulfill requests for items such as "all documents related to the landfill since 1950," or "all Instruments related to Susan Peterson."

Persons wanting a broad spectrum of information such as "all documents related to the landfill since 1950" must first perform a *Public Records Search*. That can be done by using the public access courthouse computer to research the available records and identify exactly which documents are desired. Persons unable to do the research themselves may hire a title company or abstractor to do the research for them. County staff cannot perform searches of public records.

Teton County elected officials and staff aim to be helpful and responsive to the needs of the public. However, county staff time and budgets are very limited, and liability issues must also be considered. Furthermore, the county does not want to compete with private entities who are in the business of performing public records searches. Please contact the County Clerk at 354-8780 if you have any questions about this policy.