



# Public Records Request

Teton County Idaho

150 Courthouse Drive • Driggs, Idaho 83422

PHONE 208-776-8111 • FAX 208-776-8190

Your request for public records pursuant to Idaho Code Title 74 Chapter 1 will be processed within three working days of the date of receipt of the request. If more time is needed to process your request, you will be notified in writing and your request will be answered within 10 working days. Fees will be charged pursuant to State Code, County Resolution and Judicial Order. Voluminous and/or complex requests will incur labor costs that must be paid in advance. All fees must be paid in full before the records are released.

## PLEASE COMPLETE THE FOLLOWING INFORMATION

Name \_\_\_\_\_ Daytime Phone \_\_\_\_\_

Business/Organization (if applicable) \_\_\_\_\_ Email Address \_\_\_\_\_

Mailing Address \_\_\_\_\_  
Street/PO Box City State Zip

Will the information provided be used for a mailing list or telephone list?  Yes  No

Describe the *specific* records requested (County staff may help requesters narrow the scope of requests):

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Signature \_\_\_\_\_

| STAFF USE ONLY               |          |
|------------------------------|----------|
| Date Received _____          | By _____ |
| Request Completed by _____   |          |
| Requester Notified on _____  |          |
| Request Picked Up on _____   |          |
| Request Denied because _____ |          |
| _____                        |          |

| FEES CHARGED             |                          |
|--------------------------|--------------------------|
| _____ x _____ = \$ _____ | <i># of Pages Copied</i> |
| _____ x _____ = \$ _____ | <i># of CDs</i>          |
| _____ x _____ = \$ _____ | <i># of Hours Worked</i> |
| _____ x _____ = \$ _____ | <i># of Pages Copied</i> |
| TOTAL COST = \$ _____    |                          |

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## Teton County Public Records Request Policy

*Adopted by Board of County Commissioners June 25, 2007 & modified per State Code in 2011 & 2015*

1. Persons requesting copies of the County's public records may be required to make a written request on the appropriate form.
2. All public records requests shall be responded to in writing within three (3) working days after the date the request is received. The response shall either grant the request, deny the request and state the reason why, or give notice that additional time is needed to fill the request. Upon proper written notice, an additional seven (7) working days may be taken to fill the request.
3. **COUNTY STAFF CANNOT PERFORM SEARCHES OF PUBLIC RECORDS.** All persons requesting public records must describe the specific records requested. County Staff may ask questions to help requester narrow the scope of requests. The County is unable to fulfill requests such as "all documents related to the landfill," or "all Instruments related to Susan Peterson." Persons desiring this type of information must first use the public access computer to research the available records and determine exactly which documents are desired, such as "County Commissioner Minutes from 6-1-2003," or "Instrument #876521." Persons unable to do the research themselves may hire a local title company or abstractor to do the research for them.
4. Fees will be charged pursuant to State Code, County Resolution or Judicial Order. No fee shall be charged for the first 100 paper copies of public records. Fee waivers will be granted only for requests that serve the public's interest as defined by State Code.
5. The actual labor costs associated with locating and copying documents will be charged if the request is for more than (100) pages of paper records, or includes records from which non-public information must be deleted, or if the actual labor associated with locating and copying documents for a request exceeds two (2) hours. Labor costs will be charged as allowed by State Law. The County shall require advance payment when the cost of fulfilling a public records request is estimated to exceed \$25. All costs must be paid prior to distribution of the records.
6. For providing a copy of a computer disc, microfilm, digital recording or other media, a fee reflecting the actual cost of making the record will be charged. Any conversion of a record to make it readable by specific equipment is the sole responsibility of the person requesting the record.
7. When copies of records are mailed or faxed at the request of the person seeking such records, the person shall pay the cost of mailing or faxing pursuant to State Code, County Resolution or Judicial Order.
8. If requested records have been archived at the State Historical Society offices in Boise, the requester must pay estimated retrieval postage expenses in advance.
9. The denial of a request for public records may be appealed through a petition to the District Court in Teton County. The petition must be filed within 180 calendar days from the date of postmark of the notice of denial.

**NOTE:** Records released pursuant to this request are not warranted as to completeness or accuracy. The information provided represents only information which may be disclosed pursuant to Idaho Code Title 74 Chapter 1. Additional records from other sources may present a more accurate representation of a given situation.