City of Preston
Request to Examine/Copy Public Records

Idaho Resident: *The records request will be processed within three (3) business days unless the City provides written notice that more time will be needed to meet the request. The City is allowed up to ten (10) business days when necessary (Idaho Code §9-339).*

Non-Resident: *The records request will be processed within twenty-one (21) business days unless the City provides written notice that more time will be needed to meet the request. The City is allowed up to thirty-five (35) business days, when necessary (Idaho Code§74-103)*

Please Complete The following:

Date of Request:

Pursuant to Idaho Code §74-102, I request to examine and/or copy the following public records:

_____

_____

_____

_____

- ☐ I wish to examine these records.
- ☐ I wish copies of these records

Print Name:_____

Street Address: _____

City, State, Zip Code:

_____

Telephone Number:_____ **E-mail Address:**_____

- ☐ I wish to pick up these records when they are ready.
- ☐ I wish to have these records mailed to me when they are ready.
- ☐ I wish to have these records E-mailed to me when they are ready.
- ☐ *Pursuant to Idaho Code 74-102(4), I confirm by my signature that I am a resident of the State of Idaho, having lived in Idaho continuously for at least 30 days*

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. The requester shall be charged the material costs and the reasonable labor costs allowed by Idaho Code §74-102, if the request includes records that must have nonpublic information deleted.

For Office Use Only:

Date Received:_____ **Date Completed:**_____
Received By:_____ **Completed By:**_____

Comments:_____
_____
_____

Reviewed by City Clerk:_____ Date:_____

CITY OF PRESTON
RESPONSE FOR REQUEST TO EXAMINE/COPY PUBLIC RECORDS

Date of Response:_____
Name of Requestor:_____
Date of Request:_____

☐ Your request has been approved, and copies have been provided.

☐ It has been determined that additional time is required to locate or retrieve the records you have requested. Said records shall be available on _____ or further information will be provided regarding your request.

☐ Your request has been denied, as the records are exempt from public disclosure for this reason.
_____
_____
_____

☐ Preston City Attorney has reviewed this request and response.

_____ Copies have been provided.
$_____ Cost for providing copies.

Signature:_____

Questions regarding this response, please contact:
Amy Burbank

Preston City Police Department
Phone 208-852-2433
E-mail: amyb@prestonid.us