



**PUBLIC RECORDS REQUEST**

**CITY OF KOOTENAI**

205 SPOKANE ST, KOOTENAI, IDAHO 83840

Email: cityclerk@cityofkootenai.org

Phone: (208) 265-2431

Ref # \_\_\_\_\_

<b>Name:</b>	<b>Date:</b>	<b>Time:</b>
<b>Mailing Address, City, State, Zip:</b>	<b>Phone:</b>	
	<b>Fax:</b>	
<b>Email:</b>	<b>Prefer delivery by:</b> <input type="checkbox"/> Email <input type="checkbox"/> Mail <input type="checkbox"/> Will pick up in person	

All requests for public information must be made in writing and submitted to the City Clerk. Please indicate whether you prefer to examine records or will request copies to be made. **Please make your request specific and concise**, including any document types, as this will expedite the processing of your request. Please include date ranges or specific dates, searchable names, document titles, or other identifying and searchable terms. **Please also fill out the email attachment form, as well, if you are requesting copies of City emails.**

I am requesting to copy or examine certain records of the City of Kootenai, which may be identified as follows:

I certify that the information reviewed or received will not be used as a mailing or telephone list as prohibited under Idaho Code §74-120.

Signature of Requesting Party: \_\_\_\_\_

**Response**

- Request Granted:** The requested record is attached.
- Response Delayed**
  - Additional time is necessary to locate or retrieve the requested record. You should receive a response no later than ten (10) working days following the date of your request.
  - The electronic records requested will have to be converted to *another* electronic format, which will take more than ten (10) working days following the date of your request to respond. Please contact the City Clerk to discuss when you can expect to receive a response.
- Advance Payment Required:** Advance payment of the cost associated with responding to your request is required. Please contact the City Clerk to discuss the amount and manner of the advance payment.
- Unable to Respond for One or More of the Following Reasons**
  - The request is ambiguous. Please provide additional information to clarify your request.
  - The requested records are not known to exist.
  - This office or department is not the custodian of the requested record.
- Notice of Denial:** The requested record is exempt from disclosure pursuant to Idaho Code § 74-\_\_\_\_\_(104-111).
- Notice of Partial Denial:** Your request has been partially denied. Certain information has been determined to be exempt from disclosure pursuant to Idaho Code § 74-\_\_\_\_\_(104-111) and has therefore been redacted from the requested record. A copy of the requested record with the exempt information redacted is attached.

If your request has been denied or partially denied, an attorney for the City of Kootenai has reviewed the request, or the City of Kootenai has had the opportunity to consult with an attorney regarding the request for examination or copying of a record and has chosen not to do so.

If you wish to appeal the denial or partial denial of your request for public records you may do so pursuant to the provisions of Idaho Code § 74-115, which requires that a petition be filed in the District Court within 180 days from the date of the mailing of the notice of denial or partial denial.

\_\_\_\_\_  
Signature of Responding Official/Custodian

Date: \_\_\_\_\_

## E-mail Request Addendum

**Please fill out this form if you are requesting e-mails.** Filling out this form will allow City staff to find the electronic mail (e-mail) which is responsive to your request in a timely manner.

Please provide the e-mail addresses to be included in the search.

**Note:** City employee e-mail addresses typically follow the format of job title followed by @cityofkootenai.org.  
For example: City Clerk = cityclerk@cityofkootenai.org

Please provide the date or dates of records to be searched.

**Note:** City of Kootenai retains e-mail records for 2 years.

Please provide any keywords (including names) that should appear in the e-mails.