



# REQUEST FOR EXAMINATION OF PUBLIC RECORDS

COM-RPR 1-5.17

IDAHO CODE 74-102. PUBLIC RECORDS — RIGHT TO EXAMINE. (1) Every person has a right to examine and take a copy of any public record of this state and there is a presumption that all public records in Idaho are open at all reasonable times for inspection except as otherwise expressly provided by statute. (2) The right to copy public records shall include the right to make photographs or photographic or other copies while the records are in the possession of the custodian of the records using equipment provided by the public agency or independent public body corporate and politic or using equipment designated by the custodian. (3) Additionally, the custodian of any public record shall give the person, on demand, a certified copy of it if the record is of a nature permitting such copying or shall furnish reasonable opportunity to inspect or copy such record.

**ANY AND ALL REQUESTS FOR PUBLIC RECORDS SHALL BE IN WRITING**

(IC 74-102(4))

**PUBLIC RECORDS OF THE CITY OF MACKAY SHALL BE REVIEWED DURING NORMAL BUSINESS HOURS AND SHALL NOT BE REMOVED FROM THE MACKAY CITY HALL**

(IC 74-102(7) & (8))

**COPIES OF PUBLIC RECORDS MAY BE REQUESTED FOR A FEE**

(IC 74-102(10))

Please Print Legibly

Requestor's Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

email Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

The requested record or information will not be used for purposes of a mailing or telephone list (IC 74-120(4)(b)).

**PUBLIC RECORD REQUESTED**

Please allow 3 business days for response

Record Name: \_\_\_\_\_

**Must be Specific**

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

Requestor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**To be Completed by City of Mackay**

- Record requested is not exempted by Idaho Code 74-104 thru 111
- Record requested is readily available
- Record requested must be located. Time estimated to locate Record\* \_\_\_\_\_
- Record requested is 5 pages or less     More than 5 pages\* \_\_\_\_\_
- Copies of Record were requested \_\_\_\_\_ # of pages

Release of requested record is:

Approved:     Denied: \_\_\_\_\_ Date: \_\_\_\_\_  
Mayor/City Clerk

The following was provided to the Requestor:

- Requested Record was provided for review in City Hall only on \_\_\_\_\_
- Copy of the Requested Record was provided: \_\_\_\_\_ Date
- \_\_\_\_\_ Pages @ \$0.10 per page (copy fee) = \$ \_\_\_\_\_ on \_\_\_\_\_  
# of pages Enter Amount Paid Date

\_\_\_\_\_ Requestor: \_\_\_\_\_  
Mayor/City Clerk Requestor's Signature

\*Additional fees may be charged in accordance with Idaho Code if time required is more than 1 hour; or there are more than 100 pages.