



# OFFICE OF THE ADAMS COUNTY TREASURER

CHRISTY ROACH - TREASURER

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(208)253-4368 fax



## PUBLIC RECORDS REQUEST

Idaho Code 74-102 provides the public the opportunity to review or copy public documents. In order to best serve the public and expeditiously process your request for public records, all requests to examine or copy public records **MUST BE MADE IN WRITING**. Please complete this form. All copies made are subject to copying cost that may be required prior to receipt of record. We will respond to this request within three (3) business days. Business days are Monday-Friday, 8:00 a.m. to 5:00 p.m. All requests received after normal business hours (excluding holidays) shall be deemed received the next business day. Note: Records released pursuant to this request are not warranted as to completeness or accuracy. The information provided represents the disclosable information available under Idaho code Title 9, Chapter 3.

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

**PLEASE TYPE OR PRINT LEGIBLY**

Name of Person Making Request: \_\_\_\_\_

Address: \_\_\_\_\_  
Mailing \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_

**Preferred Method Delivery: E-Mail** \_\_\_\_ **Pick Up In Person** \_\_\_\_ **Fax** \_\_\_\_

I Request to Copy \_\_\_\_ Review \_\_\_\_

I hereby request to review or copy the following public records:

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Idaho State Code exempts certain documents from public disclosure. If the public records you are seeking to examine or copy are exempt from disclosure, you will be notified.

Signature: \_\_\_\_\_

Idaho Code 74-120 Prohibits any agency from distributing or selling data for the use as a mailing or telephone list of persons without first the permission of those on the list. If a court finds that a person or public official has deliberately and in bad faith been in violation, the person or public official shall be liable for a civil penalty assessed by the court in an amount not in excess of one thousand dollars (\$1,000).