

**REQUEST FOR PUBLIC RECORDS
WORLEY FIRE PROTECTION DISTRICT
KOOTENAI COUNTY, IDAHO**

I request to examine [] copy [] the following records: (Be specific)

Except for fees that are authorized or prescribed under other provisions of Idaho law, no fee shall be charged for the first two (2) hours of labor in responding to a request for public records, or for copying the first one hundred (100) pages of paper records that are requested.

- The Fire District will charge a fee of .10 cents per standard copies (8.5"x11" or 8.5"x14") plus a fee of \$10.00 per hour for requests that:
 - Exceed more than 100 pages of paper records; or
 - Requests that include records from which nonpublic information must be deleted; or
 - Actual labor costs associated with locating and copying documents for a request that exceeds two (2) person hours.
- The Fire District will charge a flat fee of \$10.00 for providing electronic duplication.
 - This fee shall include the associated cost of a standard disc, copying information, and/or deletion of non-public information.
- Public records or reports requested to be faxed by persons or organizations shall be charged an additional .15 cents per page.
- Public records or reports request to be sent by way of US Mail shall be charged an additional \$1.00 plus any postage costs exceeding a standard First Class letter.

Payments for photocopy service will be made at the time the copies are provided.

I understand that if the material I have requested to examine or copy is not available within three (3) working days, the Worley Fire Protection District, under Idaho Code 9-339, will notify me in writing that said records will be provided no later than ten (10) working days following the date of request, or that the records will not be provided, whichever shall specifically apply.

Signature: _____

Print Name: _____

Date of Request: _____ Daytime Phone Number: _____

Mailing Address: _____
(Street) (City) (State) (Zip)