

Golden Gate Highway District No. 3

Commissioners: David Lincoln, Bob Dennis, Fred Sarceda

Public Record Request Form

Idaho Code 9-338 provides the procedures for reviewing and/or copying public documents. All requests to examine or copy public records **MUST BE MADE IN WRITING**. Please complete this form. All copies made are subject to a copying cost that may be required prior to receipt of record(s). All requests received after normal business hours (excluding holidays) shall be deemed received the next business day.

Date: ____/____/____

PLEASE TYPE OR PRINT LEGIBLY

Name:

First Name Last Name

Company (if applicable): _____

Address: _____
Street Address City State Zip

Phone: (____) _____ - _____ Fax: (____) _____ - _____

Signature: _____

Public Records Requested:

Staff Review:

Initial Date

Initial Date

Initial Date

09/06

Staff Use Only:

Request Completed By: _____

Completion Date: _____

Requestor Contacted: _____

Notification by: Mail Phone

Date Request Picked Up: _____

Copying Fees:

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Pages Copied _____

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Hours Worked/Rate _____

Total Cost = \$ _____



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