

**MIDDLETON SCHOOL DISTRICT #134
POLICY AND PROCEDURE MANUAL
SECTION 7000 – Financial Management**

PUBLIC RECORDS REQUEST.....PROCEDURE 7071-P1

Requestor: _____ Email: _____
(Full Name, printed)

Address: _____
City State Zip Phone

I acknowledge by my signature that the records sought by this request will not be used for a mailing list or telephone solicitation list as set forth in Idaho Code 74-120. If copies of records are requested, the cost will be 10¢ per hard copy/page plus labor costs at hourly staff time and/or attorney fees, [if the request is for more than one hundred (100) pages of records or the actual cost to retrieve an electronic document(s), research/labor time exceeds two hours]. Please initial below as to your affirmation of this request: Estimate will be emailed to you before completion for your authorization and payment arrangements.

[] I am requesting copies of these records. I hereby request, pursuant to Idaho Code 74-102 (10), to examine and/or copy (as noted above) the following public records and agree to cover the associated costs:

Requestor's Signature _____

Date _____

I.C 74-103- If more than three (3) working days are needed to process this request, the requestor shall be notified, with the documents or written response within ten (10) working days.

For Office Use Only:

Date request received: _____ Processed by: _____

- 10-Day Extension Requested, Documents due by: _____
- Record Request Granted Date Completed Sent to Requester: _____
- Record Request Partially Denied. Date Letter Sent to Requester: _____
- Record Request Denied. Date Letter Sent to Requester: _____

Itemized Statement of Fees:

Per page cost for copies \$ _____

Hourly rate of employees \$ _____

Attorney Fees \$ _____

Actual time spent responding to request: _____

Actual Fees \$ _____

Estimated Fees \$ _____

Collected Fees \$ _____ Date Paid: _____ Returned Fees \$ _____

DEVELOPED: 5/11/2010

POLICY REFERENCE: 4073 Access to Public Records

DEVELOPED: 9/8/2014

REVISED: