



PUBLIC RECORDS REQUEST

To better serve the public and process public records requests as expeditiously as possible, the City of Boise requires that all public records requests are submitted in writing, as authorized by Idaho Code § 74-102(4).

PURSUANT TO IDAHO CODE § 74-102(4), REQUESTS MUST CONTAIN THE REQUESTOR'S NAME, MAILING ADDRESS, EMAIL ADDRESS, AND PHONE NUMBER.

CONTACT INFORMATION

DATE OF REQUEST: _____

NAME: _____

ADDRESS: _____

CITY, STATE, ZIP: _____

PHONE: _____

EMAIL: _____

CHECK THE BOX to certify that you are a resident of the state of Idaho, having been domiciled within the state of Idaho continuously for a period of at least 30 days, and are not a full-time student who is a resident of another state. Domicile does not include a person's workplace, vacation residence, or part-time residence. Non-residents may still request and receive records; residency impacts response deadlines.

CHECK THE BOX to certify that you will not be using, nor will you allow to be used in any form or manner, the records, documents, or lists obtained from the City of Boise as a mailing or telephone number list, for any purpose in accordance with Idaho Code § 74-102(5)(b) and § 74-120(b).

RECORD INFORMATION

DESCRIPTION OF RECORDS REQUESTED: _____

DATE: _____

GEOGRAPHIC DETAILS: _____

ALL REQUESTS FOR RECORDS SUBMITTED TO THE CITY OF BOISE WILL RECEIVE AN INITIAL RESPONSE WITHIN THREE BUSINESS DAYS. If your request requires more than three business days to process, you will receive a notification email. All notices from the city will be provided via email unless requested otherwise.

Most records requests are fulfilled free of charge. However, payment is required if it is anticipated that your request will result in the printing of more than 100 pages of documents or take more than two hours of staff time to process. If payment is needed, you will receive a notice that includes an estimate of the cost to process your records request. The City of Boise requires payment of this estimate amount before work can begin on your request. Additional payment may be required if the cost of processing your request proves to be in excess of the original estimate.

All requests will be responded to in compliance with the Idaho Public Records Act, Idaho Code Title 74, Chapter 1.

BOISE CITY HALL: 150 N. Capitol Boulevard, Boise, Idaho 83702

EMAIL: CityClerk@CityOfBoise.org | **PHONE:** 208-972-8150 | **FAX:** 208-384-3711 | **TTY:** 711

CITYOFBOISE.ORG/CITY-CLERK