

[SCHOOL DISTRICT LETTERHEAD]

[Date]

[Name]

[Company]

[Address]

[City, State Zip Code]

RE: Request for Public Records Dated _____

Dear _____:

Your request for public records dated _____ for _____ *[summarize request]* was received on _____, 20____. The following information applies to your request for public records:

- ☐ The documents you requested are attached.
- ☐ Your request for documents is denied.
- ☐ Your request for documents is granted in part and denied in part.

In the event your record request is denied or partially denied, the reason for such denial is because:

- ☐ Public and non-public information is contained in the same document and the non-public information has been redacted.
- ☐ The Information requested is exempt from disclosure pursuant to Idaho Code §74-____.

In reviewing your request for public records:

- ☐ Your request for information under the Idaho Public Records law and this response has been reviewed by our legal counsel.
- ☐ The school district has had an opportunity to consult with an attorney regarding your request for examination or copying of a record and has chosen not to do so.

If you believe you were denied the right to receive copies of certain public records, your sole remedy is to institute a proceeding in the district court of the county where the records are located in conformance with the provisions of Idaho Code§ 74-115. Your petition must be filed within one hundred and eighty (180) calendar days of the mailing of this notice.

Sincerely,

[Name]

[Title]

Note: It is highly recommended that legal counsel be consulted in those instances where a public record request may be denied in full or in part.