

*Preston School District*

Idaho Code § 74-103 and District Policy No. 276 provide the public with the opportunity to review or copy public documents. In order to best serve the public and expeditiously process a request for public records, all requests to examine or copy public records *must be made in writing* and specifically describe the subject matter and records sought, including a specific date range for when the records sought were created. Requests shall describe records sought in sufficient detail to enable staff to locate the records with reasonable effort. All fields in the request form must be filled out. All applicable fees *must be paid before staff will work on responding to the request*. Requests from Idaho residents will be acknowledged and granted or denied within three (3) business days of receipt of the request. Requests from a person who is not an Idaho resident and not employed by a resident will be provided within twenty-one (21) days of receipt. If additional time is needed to locate or retrieve the public records, they will be provided to a resident no later than ten (10) business days following the request and no later than thirty-five (35) days following a request from a non-resident.. Business days are *Monday–Thursday, 7:30 a.m. to 5:30 p.m.*, following the School District calendar. All requests received after normal business hours (excluding holidays) shall be deemed received the next business day. Note: Records provided pursuant to a public record request are not warranted as to completeness or accuracy. The information provided represents the disclosable information available under Idaho Code, Title 74, Chapter 1, and District Policy No. 276. The district reserves the right to aggregate multiple requests where staff reasonably determines a requester has made multiple requests to avoid payment of fees.

**PLEASE TYPE OR PRINT LEGIBLY**

Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Name: \_\_\_\_\_  
First Name Last Name

Company (if applicable): \_\_\_\_\_

Address: \_\_\_\_\_  
Street City State Zip

Telephone: ( \_\_\_\_\_ ) \_\_\_\_\_ - \_\_\_\_\_ Facsimile: ( \_\_\_\_\_ ) \_\_\_\_\_ - \_\_\_\_\_

Check one:

- By signing this request for public records, I affirm under oath that I am an Idaho resident as that term is defined in Idaho Code §74-101(15).
- By signing this request for public records, I affirm under oath that I am not an Idaho resident and/or that I am not employed by an Idaho resident.

Signature: \_\_\_\_\_ Email: \_\_\_\_\_

Public Records Request:

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Legal Department Review:	Staff Use Only:	Copying Fees: Pursuant to
	<b>I.C. § 74-102(10)</b>	
Request Completed By: _____	First 100 Copies = FREE	
Completion Date: _____	First 2 Hours Labor = FREE	_____ x \$ ____ = \$ ____
Requestor Contacted: _____	Requester Contacted: _____	_____ x \$ ____ = \$ ____
Notification By: _____	Notification By: _____	#Pages (101 Copies)
<input type="checkbox"/> U.S. Mail <input type="checkbox"/> Fax <input type="checkbox"/> Email <input type="checkbox"/> Phone	Request Picked Up By: _____	_____ x \$ ____ = \$ ____
Date Request Picked Up: _____	Date Request Picked Up: _____	#Pages (Plan Sheets)
		_____ x \$ ____ = \$ ____
		#Tapes/CDs/DVDs
		_____ x \$ ____ = \$ ____
		#Labor Hrs/Rate (after first 2 hours)
		<b>TOTAL COST = \$</b> _____