

PUBLIC RECORD REQUEST

Western Elmore County Recreation District (WECRD)
45 East 6th South, Mountain Home, ID 83648
Phone (208)580-2377
Email: recreation@wecrd.org

Your request for public records pursuant to Idaho Code §§9-337 through 9-350 will be processed within three working days of the date of receipt of the request. If more time is needed to process your request, you will be notified in writing and your request will be answered within ten working days. Fees will be charged pursuant to State Code, County Resolution and Judicial Order (10 cents per standard page, \$1.00 per "Recorded" or "Filed" page, etc.). Voluminous and/or complex requests will incur labor costs that must be paid in advance. All fees must be paid in full before the records are released.

PLEASE COMPLETE THE FOLLOWING INFORMATION

NAME _____ PHONE _____

Business/organization (if applicable) _____

Mailing Address _____

Email Address _____

Describe the *specific* records requested:

Signature: _____

Date: _____

Copy Fee Schedule available upon request

STAFF USE ONLY

Date received: _____ by _____

Request Completed By: _____

Requester Notified On _____

Request Picked Up On _____

Request Denied because _____

Board member notified YES NO

FEES CHARGED

_____ x _____ = \$ _____
(# of pages copied 10¢ each)

_____ x _____ = \$ _____
(# of Discs/Tapes Copied)

_____ x _____ = \$ _____
(# of Hours Worked)

_____ = \$ _____
(Other fees)

TOTAL COST=\$ _____ receipt # _____