



Request for Public Records

The City of Ammon will produce records in accordance with the Idaho Public Records Act, subject to appropriate exemptions. The requesting party is hereby notified as follows:

- City of Ammon is only required to produce records in existence, not create records or answer questions (I.C. §§ 74-102 and 74-101(13))
- Unless otherwise notified, City of Ammon will approve or deny requests within three (3) working days of receipt of the request. If more than three (3) working days are needed to locate or retrieve the records, you will be notified and the information will be provided within ten (10) working days of your request. (I.C. § 74-103)
- If your request is denied in whole or in part for any reason below, you have the right to appeal any denial to the 7th District Judicial Court within 180 days of the date of the denial (I.C. § 74-115)
- All fees associated with the request must be paid in full before the records will be released and are based on the City's current fee resolution (I.C. § 74-102(10))

Date of Request: ____/____/____

Name: _____

Mailing Address: _____
Street # City State Zip

Phone: _____ E-mail address: _____

Pursuant to Idaho Code § 74-102, I hereby request to examine and/or copy the following information from public records (Please be Specific):

- To examine the records listed below.
- To receive a copy of the records listed below in () Electronic Format or () Printed format.

Records requested (including date/date range, if applicable):

(If more space is needed, attach additional pages)

Signature of Requester

I acknowledge that the records sought by this request will not be used for a mailing list or telephone number list as set forth in Idaho Code § 74-120.

<u>For Office Use Only</u>	
Date Received by Custodian: _____	Decision: <input type="checkbox"/> Approved <input type="checkbox"/> Denied
Fees Charged: _____	Fees Paid: <input type="checkbox"/> Yes <input type="checkbox"/> N/A
Delivery: <input type="checkbox"/> Email <input type="checkbox"/> Pick Up	Date Fulfilled: _____
Requester Signature at Pickup: _____	