PUBLIC RECORDS/INFORMATION REQUEST

Building Department & Planning and Zoning
Jerome County • 300 North Lincoln Room 307, Jerome ID 83338 • (208) 324-9262 • Facsimile (208) 324-9263

Date: _____ Name: _____
First Name Last Name

Mailing Address: _____
City State Zip Code

Email Address: _____ Phone: (____) _____ - _____ Fax: (____) ____ - _____
Please Provide Your Daytime Phone Number

Please Note: Costs may apply if fulfillment of this request requires more than 100 copies or 2 hours of Staff Labor. Idaho Code § 9-338(10)(b)

THIS SECTION IS TO BE USED WHEN REQUESTING AN EXISTING DOCUMENT TO VIEW OR COPY

□ **PUBLIC RECORD(S) REQUESTED:** (Be Sure to Include the Type or Title of Record, Names, Dates, ect.)

_____

_____

_____

_____

_____

_____

Responses to this section are governed by Idaho Code §9-337 through 9-339.

By submitting this request you acknowledge Idaho Code § 9-348, Prohibition on distribution or sale of mailing or telephone number lists.

□ Public Records Request Approved in full or in part.
□ See Attached

_____
Records Custodian

THIS SECTION IS TO BE USED WHEN SEEKING INFORMATION ONLY

□ **INFORMATION REQUESTED:**

□ Zoning Designation for the following Parcel(s) RP_____ RP_____

□ Land Divisions allowed for the following Parcel(s) RP_____ RP_____

□ Appointment with Staff to discuss: _____

□ Miscellaneous Information: (Please be as complete and concise as possible)

_____

_____

_____

_____

_____

Staff will make every attempt to respond within 3 business days. Responses to Information Requests are not governed by Idaho Code § 9-337 through 9-339.

OFFICE USE ONLY

Notification Date: _____ Notification by: □ Mail □ Email □ Fax □ In Person □ Other

Completed By: _____ Time: _____ Cost: _____

Response to Public Records Request

Jerome County • 300 North Lincoln Room 307, Jerome, Idaho 83338 • Voice (208) 324-9262 • Facsimile (208) 324-9263

- ☐ Your request is being processed, however it has been determined that additional time will be required to locate, retrieve and/or copy the records you have requested. Your request will be provided no later than ten days from the date of your original request and you will be notified when the records you requested are ready for your review or copies thereof can be picked-up.
- ☐ Please contact the office to arrange a time to examine the records that have been approved for disclosure.
- ☐ Costs apply and will need to be tendered before viewing or copies will be released per I.C. §9-338(10)(b). Copies _____ x $ 0.15 each, postage _____, staff labor hours _____ x $_____ totaling $ _____ due.
- ☐ Some of the record(s) or information requested is exempt from disclosure. The exempt information has either been withheld or redacted from disclosure.
- ☐ I am unable to determine the records being sought as a result of your request being too:
  - ☐ Vague - Please be more specific by providing dates or names of documents requested.
  - ☐ Broad -Please narrow or define or state with more specificity the time period or scope of the documents which you seek.
  - ☐ Other: _____
- ☐ There is no recorded documentation (and thus no records) concerning the subject matter of your request.
- ☐ This department (the one you directed your request to) is not the keeper of the records that you seek. Please be advised that the proper department is _____ and I have forwarded your request to that department. You should be hearing from that department's custodian shortly.
- ☐ Other/Further Explanation: See Attached.

☐ **THE JEROME COUNTY PROSECUTING ATTORNEY HAS BEEN CONTACTED AND CONFERRED WITH AND HAS ADVISED TO CHECK THE BOXES BELOW IN THE MANNER IN WHICH THEY ARE:**

Jerome County is prevented from disclosing the record(s) that you have requested, as such are exempt from disclosure, in part or entirety, under Idaho Public Records Law. The record(s) requested are exempt specifically because such record(s):

- ☐ are exempt pursuant to federal or state law and/or regulations (i.e. attorney/client privilege-I.C. § 9-340A
- ☐ are contained in court files of judicial proceedings-I.C. § 9-340A
- ☐ are investigatory records of law enforcement-I.C. § 9-340B
- ☐ involve evacuation and emergency response plans-I.C. § 9-340B
- ☐ pertain to worker's compensation claims of County employees-I.C. § 9-340B
- ☐ pertain to County personnel, personal information, health records, or professional discipline-I.C. § 9-340C
- ☐ pertain to trade secrets; production records; appraisals; bids; or proprietary information-I.C. § 9-340D
- ☐ pertain to undisclosed archaeological or geophysical, or endangered species sites-I.C. § 9-340E
- ☐ pertain to confidential contributions to libraries, museums, or archives-I.C. § 9-340E
- ☐ pertain to testing or licensing information-I.C. § 9-340E
- ☐ pertain to draft legislation-I.C. § 9-340F
- ☐ pertain to judicial authorization of abortion procedures for minors-I.C. § 9-340G
- ☐ are records related to the uniform securities act-I.C. § 9-340H

NOTICE:

TO THE EXTENT THIS RESPONSE MAY BE CONSIDERED A DENIAL OR PARTIAL DENIAL OF A REQUEST FOR INFORMATION UNDER IDAHO'S PUBLIC RECORDS LAWS, YOU HAVE THE RIGHT TO APPEAL SUCH DENIAL PURSUANT TO IDAHO CODE § 9-343. PURSUANT TO THAT SECTION, YOU HAVE 180 CALENDAR DAYS FROM THE DATE OF DENIAL TO FILE A PETITION IN THE DISTRICT COURT FOR AN ORDER COMPELLING THE PRODUCTION OF THE PUBLIC RECORDS TO WHICH YOU BELIEVE YOU HAVE BEEN DENIED ACCESS.

DEPARTMENT: _____

CUSTODIAN: _____

CUSTODIAN SIGNATURE: _____ DATE: _____