NAMPA HIGHWAY DISTRICT NO. 1

Commissioners: Dick Smith, Ernie Lowry, Franklin Kennedy

Public Record Request Form

Idaho Code 74 Chapter 1 provides the procedures for reviewing and/or copying public documents. All requests to examine or copy public records MUST BE MADE IN WRITING. Please complete this form. All copies made are subject to a copying cost that may be required prior to receipt of record(s). All requests received after normal business hours (excluding holidays) shall be deemed received the next business day.

Date: _____/_____/_____ PLEASE TYPE OR PRINT LEGIBLY

Name:

_____
First Name Last Name

Company *(if applicable)*:_____

Address: _____
Street Address City State Zip

Phone: (_____) _____ - _____ Fax: (_____) _____ - _____

Signature: _____

Public Records Requested:

_____

_____

_____

_____

_____

Staff Review:

_____ _____
Initial Date

_____ _____
Initial Date

_____ _____
Initial Date

Staff Use Only:

Request Completed By: _____
Completion Date: _____
Requestor Contacted: _____
Notification by: Mail ☐ Phone ☐

Date Request Picked Up: _____

Copying Fees:

_____ X $.10 = $_____
Pages Copied

_____X $ 20.00 = $_____
Hours Worked/Rate

Total Cost = $_____

09/06

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Nampa, ID 83686

Mailing Address
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