



City of Roberts

REQUEST TO EXAMINE/COPY PUBLIC RECORDS

Pursuant to the Idaho Public Records Act, Idaho Code Title 74, Chapter 1.

SUBMISSION INSTRUCTIONS

Please return this completed form to the City Clerk's Office by one of the following methods:

- In person at Roberts City Hall during regular business hours
- By email: robertscityclerk@yahoo.com
- By mail:
City of Roberts
Attn: City Clerk
P.O. Box 242
Roberts, ID 83444

All requests for public records must be submitted in writing on this form or an approved City form.

PROCESSING TIME

Pursuant to Idaho Code Title 74, Chapter 1, the City of Roberts will respond to public records requests within three (3) working days of receipt.

If additional time is required to locate, review, redact, or compile records, the City will provide written notice and respond within ten (10) working days, or as otherwise allowed by law.

FEES

- Fees will be charged pursuant to Idaho Code, applicable City Resolution, and any governing judicial order.
- No fee will be charged for the first one hundred (100) pages of standard paper copies.
- Labor fees may apply when:
 - A request exceeds 100 pages; and/or
 - Actual staff time to locate, review, redact, or copy records exceeds two (2) hours.
 - Voluminous, complex, archived, or electronic requests may require advance payment of estimated costs.
- All fees must be paid in full prior to release of records.

CITY OF ROBERTS PUBLIC RECORDS REQUEST POLICY

1. Public records requests must be submitted in writing on the appropriate City form. Staff may assist requestors in identifying the correct form or clarifying requests.
2. The City will respond to all public records requests within three (3) working days of receipt by either:
 - Granting the request;
 - Denying the request and stating the reason; or
 - Providing written notice that additional time is needed.
3. If additional time is required, the City may extend the response period as allowed by Idaho law.
4. Requests must be specific and describe identifiable records. The City may request clarification if a request is overly broad or unclear.
5. The City is not required to create new records, conduct legal research, or compile information that does not already exist in record form.
6. Fees will be charged in accordance with Idaho Code and City policy. No fee shall be charged for the first 100 pages of standard paper copies. Fee waivers may be granted only as allowed by Idaho Code.

-OVER-

7. Labor costs may be charged for requests requiring more than two (2) hours of staff time, including locating, reviewing, redacting, or copying records. Labor will be charged at the actual cost of the employee(s) involved as permitted by law.
8. Copies of records provided on electronic media (disc, USB, digital file, etc.) will be charged at actual cost. Any conversion or compatibility requirements are the responsibility of the requester.
9. Postage, mailing, or delivery costs will be charged at actual cost when records are requested to be sent.
10. If records must be retrieved from off-site storage or archives (including State Historical Society storage), the requester may be responsible for actual retrieval and shipping costs.
11. Denials of public records requests may be appealed by submitting a written appeal to the City of Roberts within 180 calendar days of the date of the denial notice.

REQUESTOR'S INFORMATION:

Name of Requesting Party: _____

Mailing Address: _____

Phone #: _____ Email: _____

Please be as specific as possible. Include dates, names, locations, meetings, ordinance numbers, or other identifying details. _____

ACKNOWLEDGMENT

By signing below, I acknowledge that:

- I have requested public records pursuant to Idaho Code Title 74, Chapter 1;
- I understand that certain records may be exempt from disclosure under Idaho law;
- I understand that records provided are subject to applicable limitations and exemptions; and
- I agree to pay any applicable fees associated with this request prior to receipt of records.

Signature: _____

Date: _____

STAFF USE ONLY	
Date Received _____	By _____
Request Completed By _____	
Requester Notified On _____	
Request Picked Up On _____	
Request Denied because _____ _____	

FEES CHARGED	
_____ X _____ = \$ _____ # of Pages Copied	
_____ X _____ = \$ _____ # of Media device	
_____ X _____ = \$ _____ # of Hours Worked	
_____ X _____ = \$ _____ Mailing Costs	
TOTAL COST = \$ _____	