



Official Public Records Request Form

PO Box 147 — Albion, ID 83311 • Phone: 208-647-4644 • Fax: 208-205-9668 • Email: info@albionidaho.gov

Notice to Requesters: All formal public records requests directed to the City of Albion must be submitted using this form. This form is available in person at the City Office, via email or fax by phone request, by emailing info@albionidaho.gov, or online at <https://albionidaho.gov> under the "Applications and Forms" section.

Section 1: Requester Information

Please print clearly.

Full Legal Name: _____

Mailing Address: _____

City: _____ **State:** _____ **Zip Code:** _____

Phone Number: _____ **Email Address:** _____

Idaho Residency (Check One):

(Under Idaho Code § 74-102, fee structures for labor and copying vary depending on state residency [cite: 1.2.4])

☐ I attest that I am a resident of the State of Idaho.

☐ I am not a resident of the State of Idaho.

Section 2: Scope of the Request

To help us fulfill your request as quickly and accurately as possible, please provide a highly specific description of the records you are seeking. Broad, open-ended requests may delay processing or incur labor fees.

Date Range of Records: From: ____/____/____ To: ____/____/____

Subject Matter: _____

Department: _____

Specific Document(s):

Section 3: Exemptions and Non-Disclosure

Under the Idaho Public Records Act (Idaho Code Title 74, Chapter 1) and Cassia County guidelines, the City of Albion presumes that all records are open for inspection. However, by law, certain documents and information **cannot** be disclosed. Common exemptions include, but are not limited to:

- **Personal and Personnel Information:** Employee personnel files, health records, and personal identifying information [cite: 1.2.5].
- **Law Enforcement & Court Records:** Active investigatory records, juvenile records, and sensitive court or law enforcement files.
- **Proprietary Information:** Trade secrets, appraisals, and certain business/tax records [cite: 1.2.1].
- **Security:** Critical infrastructure records and emergency response or evacuation plans [cite: 1.2.2].

Section 4: Expected Timeframe & Fees

- **Initial Response:** The City of Albion will grant or deny your request within **three (3) working days** of receiving this completed form.
- **Extended Timeframe:** If additional time is needed to locate or retrieve the requested records, the City will notify you in writing. The records will then be provided within **ten (10) working days** from the date the request was received.
- **Fees:** Under Idaho Code § 74-102, Idaho residents are not charged for the first two (2) hours of labor or the first 100 pages of standard copies [cite: 1.2.4]. Requests exceeding this limit, requests requiring redaction, or requests made by non-residents may incur standard labor and duplication fees [cite: 1.2.4].

Section 5: Verification & Legal Acknowledgment

Mailing/Telephone List Restriction: Pursuant to Idaho Code § 74-120, I acknowledge that the information provided in these public records will **not** be used for the purposes of a mailing list or telephone list [cite: 1.2.4].

I hereby verify under penalty of perjury that the information provided on this form is true and correct, and that I am the individual making this request.

Requester Signature: _____ **Date:** _____

For City Office Use Only

Date Received: _____ Received By: _____

Due Date (3-Day): _____ Extended Due Date (10-Day): _____

Action Taken: ☐ Granted ☐ Denied ☐ Partially Denied/Redacted

Notes: _____
