



PUBLIC RECORDS REQUEST FORM

Please email the completed form to:
bbaeumel@timberlakefire.com

Name

Mailing Address

City

State

Zip

Phone

Email

Delivery Method (check one) ☐ Email ☐ US Mail ☐ Pick Up ☐ View in Office

Requested Record(s): _____

Timberlake Fire Protection District has an established copying fee schedule as allowed under Idaho Code 9-338(8)(a):

CHARGE FOR COPIES OR INSPECTION OF PUBLIC RECORDS

- 1) The Fire District shall charge a fee of .15 cents per copy for photocopying (no fee for first 100 individual pages).
- 2) The Fire District shall charge a fee of \$25.00 per hour labor fee for photocopying (no fee for first 2 hours).
- 3) The Fire District shall charge a fee of \$25.00 per hour labor fee for locating archival information or complex records requests.
- 4) Payment for copies of a few documents that are readily available to the staff shall be made at the time copies are provided.
- 5) Public records or reports requested to be sent by way of US Mail shall be charged at actual costs.

By signing below, I understand that under Idaho Code 9-339(1), Timberlake Fire Protection District has three (3) working days from the date of receipt of the request to grant or deny the information. I further understand that if a longer period of time is needed to locate or retrieve the information, I will be notified in writing and that the request will then be granted or denied within ten (10) working days following request.

Signature

Date