



# CITY OF GARDEN CITY

6015 Glenwood Street ■ Garden City, Idaho 83714  
 Phone: 208-472-2900 ■ Email: [GCPIR@gardencityidaho.org](mailto:GCPIR@gardencityidaho.org)

## REQUEST TO EXAMINE/COPY PUBLIC DOCUMENTS

TO: CITY OF GARDEN CITY, IDAHO

DATE OF REQUEST: \_\_\_\_\_

Please select which departments you would like to search for the requested public documents:

- Mayor's Office (incl. City IT)     
  Public Works     
  City Attorney  
 City Clerk/Treasurer     
  Library     
  Development Services (Building/Zoning)

Garden City Police Department requests: please go to <https://gardencityidaho.org/policerrecords>

Pursuant to Idaho Code § 74-102, I hereby request to examine and/or copy the following public record(s). Requests should specifically describe the subject matter in sufficient detail to enable the public body to locate such records with reasonable effort. Please list or identify specific names of documents, report numbers, or tracking references.

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- I wish to examine these records (will occur at a time mutually convenient if the request requires more than 30 minutes).  
 I wish to have copies of these records received by:  
 Email   
  Mail (  paper or  flash drive, actual cost )   
  In-person pick up (  paper or  flash drive, actual cost )

Name of Requesting Party*			
Mailing Address*	City*	State*	Zip*
Email address	Phone #		

I acknowledge by my signature that I will pay for all applicable material, labor, and delivery costs and that the records sought by this request will not be used for a mailing list or telephone list as set forth in Idaho Code § 74-120.

Signature\* \_\_\_\_\_

### Do Not Write Below This Line – For Official Use Only

Request received by:	Date & time received:	Date request fulfilled:	
Received by Records Supervisor or Custodian of the Records	Received by:	Date:	
Reviewed/Released by Attorney or Department Records Manager	Reviewed by:	Date:	
Approved for release: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Partial <input type="checkbox"/> Denied	Extension letter: <input type="checkbox"/> Yes <input type="checkbox"/> No	Est. cost bill: <input type="checkbox"/> Yes <input type="checkbox"/> No	Final cost bill: <input type="checkbox"/> Yes <input type="checkbox"/> No
Requestor notified by: Date:	Released to requestor by: Date:	(material/labor/deliv.) Cost to Requestor \$	
Date/reason re-filed:			

Unless the requestor demonstrates an exemption pursuant to Idaho Code § 74-102, as determined by the City Clerk (Municipal Records Manager), the requestor shall be charged the material costs and the reasonable labor costs allowed by Idaho Code § 74-102 only if: (a) the request is for more than one hundred (100) pages of paper records; or (b) the request includes records from which nonpublic information must be deleted; or (c) the actual labor associated with responding exceeds two (2) person-hours. The custodian of the public record shall require advance payment of the cost of labor and/or copying pursuant to Idaho Code § 74-102. Any money received by the City shall be credited to the account for which the expense being reimbursed was or will be charged, and such funds may be expended by the City as part of its appropriation from that fund. **\*Required Information:** Idaho Code § 74-103, The City shall provide the public records no later than ten (10) working days following the person's request, if such person is an Idaho resident, and no later than twenty-one (21) working days following a request from a nonresident. Provided however, if it is determined the existing electronic record requested will first have to be converted to another electronic format by the agency or by a third party and that such conversion cannot be completed within ten (10) working days, the agency shall so notify in writing the person requesting to examine or copy the records.