



City Clerk's Office  
216 E. Park Street, McCall, ID 83638  
Office (208) 634-4874  
Fax (208) 634-3038  
Email: [bwagner@mccall.id.us](mailto:bwagner@mccall.id.us)

# PUBLIC RECORDS REQUEST FORM

**STEP NO. 1 REQUESTER COMPLETES THIS PAGE AND FILES REQUEST:**

Idaho Code § 74-102 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 records. All requests received after normal business hours (excluding holidays) shall be deemed received the next business day.

PLEASE TYPE OR PRINT LEGIBLY

Name of Requester: \_\_\_\_\_ Date of Request: \_\_\_\_\_

Company (if applicable) \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_ Fax: \_\_\_\_\_

I Request to Receive the Response to My Public Records Request in the Following Format:  
**(CHECK ONE)**   ☐ Mail   ☐ Phone   ☐ E-mail   ☐ Fax

**Description of the Public Records Requested:**

**Complete Statement of Estimated Fees to be charged:**

|   |   |    |
|---|---|----|
| # pages copied: _____                               | x .10 cents per page in excess of 100 pages =   | \$ |
| # of CDs _____                                      | x \$1.00 per CD plus tax (.06 state .01 LOT)  |    |
| # hours worked: _____                               | x no less than \$20 per hour if request exceeds 100 pages or 2 person hours(the rate is determined based on the lowest paid administrative staff qualified to complete the request) = | \$ |
| Attorney hours: _____<br>[if redaction is required] | x \$175 per hour (estimated cost is due prior to the request being completed) =   | \$ |
| Total Cost  |   | \$ |

**Payment for all expenses may be required in advance. In every instance, payment for expenses include copying and labor, will be due and payable prior to any copies being released.**

**[Two Sided Document]**



# City of McCall

## NOTICE TO REQUESTER

**Estimate and Payment of Fees:** Idaho Code Section 74-102 (12) provides: In the event the City Clerk, as the custodian of the records, in the process of this request determines that completing this request is likely to involve the production of more than 100 copies, or involve more than 2 hours of staff time, and/or will involve legal advice for review and redaction, the Clerk will estimate those fees and provide written notice to the Requester requiring advance payment of those estimated fees. Only in the event the estimated fees are then paid will the City Clerk proceed with the response to the Request. Estimated fees received will be credited to the Requester's account. Any portion of an advance payment of fees by the Requester, in excess of the actual costs incurred in responding to the request, will be returned to the Requester.

In the event the Clerk provides written notice to the Requester requiring advance payment of estimated fees this request will not be considered received until **advanced payment of estimated fees has been made by the requester.**

### Exemptions from Fees

#### [I.C. 74-102 (10)(f)]

No fee for labor or copying shall be charged in the event the requester demonstrates that the requester's examination and/or copying of public records:

- Is likely to contribute significantly to the public's understanding of the operations or activities of the government; and
- Is not primarily in the individual interest of the requester including, but not limited to, the requester's interest in litigation in which the requester is or may become a party; and
- Would not otherwise occur because the requester has insufficient financial resources to pay such fees.

☐ I am not claiming an exemption.

☐ I am claiming an exemption based upon the following:

*[Set out your factual basis, addressing all three above stated requirements, demonstrating a basis for the claim of exemption and attach to Public Records Request.]*

Signed: \_\_\_\_\_  
Requester

Date: \_\_\_\_\_



# City of McCall

**FOR OFFICIAL USE ONLY BELOW THIS LINE**  
**Routing and Response**

## STEP NO. 2: COMPLETED BY CITY CLERK OR DESIGNEE

☐ Preliminary Determination Action:

NOTE: Initial only where applicable to request. If not applicable, leave blank and proceed to Step No 3:

|  |  |
|--|--|
| <input type="checkbox"/> Response will take up to ten (10) days to locate and retrieve the public records requested.   | Requestor Contacted:<br>Date: _____<br>Initial: _____<br>Notification by:<br><input type="checkbox"/> Mail <input type="checkbox"/> Phone <input type="checkbox"/> E-mail <input type="checkbox"/> Fax   |
| <input type="checkbox"/> Request may be denied or subject to redaction and will require review by the City's Attorney.   | Requestor Contacted:<br>Date: _____<br>Initial: _____<br>Notification by:<br><input type="checkbox"/> Mail <input type="checkbox"/> Phone <input type="checkbox"/> E-mail <input type="checkbox"/> Fax<br>Attorney Notified for review: _____<br>Notification by:<br><input type="checkbox"/> Mail <input type="checkbox"/> Phone <input type="checkbox"/> E-mail <input type="checkbox"/> Fax |
| <input type="checkbox"/> Request is broad in scope and/or is likely to include voluminous materials or involve more than two (2) hours of labor; information provided to requester to narrow scope of request.                 | Requestor Contacted:<br>Date: _____<br>Initial: _____<br>Notification by:<br><input type="checkbox"/> Mail <input type="checkbox"/> Phone <input type="checkbox"/> E-mail <input type="checkbox"/> Fax   |
| <input type="checkbox"/> Requester(s) has/have made multiple requests. Notice provided to requester(s) that requests have been aggregated and appropriate fees will be charged.  | Requestor Contacted:<br>Date: _____<br>Initial: _____<br>Notification by:<br><input type="checkbox"/> Mail <input type="checkbox"/> Phone <input type="checkbox"/> E-mail <input type="checkbox"/> Fax   |
| <input type="checkbox"/> Notice of advance payment of fees required. [Advance fees to be credited to the City's general fund. If advance payment exceeds the fees charged, the difference shall be returned to the requester.] | Requestor Contacted:<br>Date: _____<br>Initial: _____<br>Notification by:<br><input type="checkbox"/> Mail <input type="checkbox"/> Phone <input type="checkbox"/> E-mail <input type="checkbox"/> Fax   |

## STEP NO. 3A: COMPLETED BY CITY CLERK OR DESIGNEE WHEN REQUEST GRANTED.

NOTE: City Clerk or Designee Completes Request, As Appropriate.

| <b><input type="checkbox"/> Request Granted</b> |       |   |
|---|-------|---|
| Initial:  | Date: | Request Completed by: _____<br>Completion Date: _____   |
| Initial:  | Date: | Requestor Contacted: _____<br>Notification by:<br><input type="checkbox"/> Mail <input type="checkbox"/> Phone <input type="checkbox"/> E-mail <input type="checkbox"/> Fax |
| Initial:  | Date: | Date Request Obtained: _____  |



## City of McCall

### Identify Documents Attached to Response of Public Records Request:

| Document Description | Bates Numbered |
|----------------------|----------------|
|                      |                |
|                      |                |
|                      |                |
|                      |                |
|                      |                |
|                      |                |
|                      |                |
|                      |                |
|                      |                |

### STEP NO. 3B: COMPLETED BY CITY CLERK WHEN THE REQUEST IS DENIED IN PART INCLUSIVE OF REDACTIONS OR DENIED IN TOTAL.

**NOTE:** City Clerk or Designee Completes Request, As Appropriate.

|   |   |
|---|---|
| <p><input type="checkbox"/> <b>Request Denied in Part and/or Redacted:</b><br/>Statutory Basis for Denial in Part and/or Redaction:</p> <p>The <b>City Attorney's Review:</b> You are advised that the City's Attorney has reviewed your request.</p> <p><b>Notice of Right of Appeal:</b> You are hereby notified that you have a right to appeal this partial denial response by instituting a proceeding in the District Court of the State of Idaho within one hundred eighty (180) calendar days from the date of mailing of this notice of denial as provided in Idaho Code § 74-115.</p> | <p><b>Requestor Contacted:</b><br/>Date: _____<br/>Initial: _____</p> <p><b>Notification by:</b><br/><input type="checkbox"/> Mail<br/><input type="checkbox"/> Phone<br/><input type="checkbox"/> E-mail<br/><input type="checkbox"/> Fax</p>  |
| <p><input type="checkbox"/> <b>Request Denied in Total:</b><br/>Statutory Basis for Denial:</p> <p>The <b>City Attorney's Review:</b> You are advised that the City's Attorney has reviewed your request.</p> <p><b>Notice of Right of Appeal:</b> You are hereby notified that you have a right to appeal this denial response by instituting a proceeding in the District Court of the State of Idaho within one hundred eighty (180) calendar days from the date of mailing of this notice of denial as provided in Idaho Code § 74-115.</p>   | <p><b>Requestor Contacted:</b><br/>Date: _____<br/>Initial: _____</p> <p><b>Notification by:</b><br/><input type="checkbox"/> Mail    <input type="checkbox"/> Phone    <input type="checkbox"/> E-mail    <input type="checkbox"/> Fax</p> <p><b>Attorney Notified for Review:</b><br/>Notification by:<br/><input type="checkbox"/> Mail    <input type="checkbox"/> Phone    <input type="checkbox"/> E-mail    <input type="checkbox"/> Fax</p> |

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
City Clerk, City of McCall or Designee