

**BUHL HIGHWAY DISTRICT  
PUBLIC RECORDS REQUEST FORM**

Idaho Code 74 Chapter 1 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 record(s). All requests received after regular business hours (excluding holidays) shall be deemed received the next business day.

Name:	Phone:
Address:	
Email:	
<i>I acknowledge by my signature that the records sought by this request will not be used for a mailing list or telephone list as outlined in Idaho Code § 74-120.</i>	
Signature:	Date:

A charge of \$0.15 per page shall be charged for each copy to exceed 100 pages; a \$20.00 per hour charge if two hours are exceeded for labor or supervision of examination. Review Idaho Code Title 74- 101 to 74-126.

I hereby request, pursuant to Idaho Code § 74-102, to examine and/or copy the following public records:

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**FOR STAFF USE ONLY**

	<b>Request Granted</b>
	<b>Response Delayed:</b> additional time is needed to locate the items requested. You should receive a response no later than ten working days.
	<b>Unable to Respond for One or More of the Following Reasons:</b> The record is not known to exist, or the District is not the custodian of the requested record.
	<b>Notice of Denial:</b> The requested document(s) is exempt from disclosure per I.C.74-104 thru 111

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**BHD-11**  
REV Oct 2024  
Page 2 of 2

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Request Completed By:	
Completion Date:	
Requester Contacted:	
Notification By:	<input type="checkbox"/> Mail <input type="checkbox"/> Phone <input type="checkbox"/> Email
Request Picked Up By:	Print Name:
	Signature:
Date Request Picked Up:	
Labor Fees: Pursuant to Idaho Code § 74-102(10)(a)(b)	Charges: \$20.00 per hour that exceeds 2 hours; x _____ hours
Coping Fees: Pursuant to Idaho Code § 74-102(10)(a)(b)	Charges: \$0.15 per copy; x _____ copies
Total Cost = \$	