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**Request for Public Information**  
(Idaho Code 74-102/103)

Idaho Code § 74-103 and District Policy No. 276 provide the public with the opportunity to review or copy public documents. In order to best serve the public and expeditiously process a request for public records, all requests to examine or copy public records **MUST BE MADE IN WRITING**. All applicable fees may be required prior to receipt of record(s). The request for public records will be acknowledged and granted or denied within three (3) business days. If additional time is needed to locate or retrieve the public records, they will be provided within ten (10) business days. Business days are Monday – Friday, 8:00 a.m. to 4:30 p.m., following the School District calendar. All requests received after normal business hours (excluding holidays) shall be deemed received the next business day. Note: Records provided pursuant to a public record request are not warranted as to completeness or accuracy. The information provided represents the disclosable information available under Idaho Code, Title 74, Chapter 1, and District Policy No. 276. Additional records may present a more accurate representation of a given situation.

Date of Request: \_\_\_\_\_

Name: \_\_\_\_\_

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

Phone number: \_\_\_\_\_

Fax number: \_\_\_\_\_

Preferred Method of Response: Will pick up  Mail  Fax  Email

E-Mail address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
Street City State Zip

Specific Information Requested: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Printed or signed name of requestor: \_\_\_\_\_

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The Public Records Law permits the District to charge for the actual cost of copying records including labor exceeding two person hours, attorney fees, copying or conversion fees, for providing a duplicate computer tape, computer disc, microfilm, or similar or analogous record system containing the public record information requested, etc. two or more hours of labor, more than 100 pages of pater records, 101 or more pieces of paper or for providing a duplicate computer tape, computer disc, microfilm, or similar or analogous record system containing the public record information requested (I.C. 74-102(10)(a-g)). **All of which must be submitted prior to the District releasing any document (I.C. 74-102(12)).**

| OFFICIAL USE ONLY   |  |   |
|---|--|---|
| <p><b>Legal Department Review:</b></p> <p>_____</p> <p>[Name] Date</p> <p>_____</p> <p>[Name] Date</p> <p>_____</p> <p>[Name] Date</p>          | <p><b>Staff Use Only:</b></p> <p>Request Completed By: _____</p> <p>Completion Date: _____</p> <p>Requestor Contacted: _____</p> <p>Notification By: _____</p> <p><input type="checkbox"/> U.S. Mail</p> <p><input type="checkbox"/> Fax</p> <p><input type="checkbox"/> Email</p> <p><input type="checkbox"/> Phone</p> <p>Request Picked Up By: _____</p> <p>Date Request Picked Up: _____</p> | <p><b>Copying Fees: Pursuant to I.C. § 74-102(10)</b></p> <p>First 100 Copies = FREE</p> <p>First 2 Hours Labor = FREE</p> <p>_____ x \$ ____ = \$ _____</p> <p>#Pages (101 Copies)</p> <p>_____ x \$ ____ = \$ _____</p> <p>#Pages (Plan Sheets)</p> <p>_____ x \$ ____ = \$ _____</p> <p>#Tapes/CDs/DVDs</p> <p>_____ x \$ ____ = \$ _____</p> <p>#Labor Hrs/Rate (after first 2 hours)</p> <p><b>TOTAL COST = \$ _____</b></p> |
| <p>MOUNTAIN HOME SCHOOL DISTRICT NO. 193, 470 NORTH 3RD EAST P.O. BOX 1390, MOUNTAIN HOME, IDAHO 83647</p> <p>208.587.2580 FAX 208-587-9896</p> |  |   |

**ADOPTED:** April 19, 2016