



**REQUEST TO EXAMINE/COPY PUBLIC RECORD(S)**

The record(s) request will be processed within three (3) business days unless the City provides written notice that more time will be needed to meet the request. The City is allowed up to ten (10) business days, when necessary, per Idaho Code § 9-339. The record(s) request is subject to the Copying Fee Schedule adopted by City Council on January 9, 2014 (see reverse side).

**Please complete the following:**

Print Name: \_\_\_\_\_ Date of Request: \_\_\_\_\_

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

E-mail Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

I hereby request, pursuant to Idaho Code § 9-338, to examine and/or copy the following public record(s). ***(Please be as specific as possible with dates and details regarding the information you wish to receive. For example: All Lot 11A Sagewillow Subdivision applications filed between 1997 and 2005).*** If you have more than one request, please number them in the box below.

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

- I wish to examine these records.
- I wish a copy(s) of these records.
- I wish a tape(s) or other material(s). Please describe: \_\_\_\_\_

How would you like to be notified once your Record(s) Request is ready?  Phone  E-mail  Fax

*I acknowledge by my signature that the records sought by this request will not be used for a mailing list or telephone list as set forth in Idaho Code § 9-348.*

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

<b>----- For office use only -----</b>	
Date(s) records provided: _____	Records provided by: _____ (initials)
Detail of records provided: _____	
_____	
Date three day notice mailed, if applicable: _____	Reason for extension: _____
_____	
Reason requested record(s) could not be provided, if applicable, or other comments: _____	
_____	

Return completed forms to Nancy Flannigan, City Clerk, by email (nflannigan@svidaho.org), fax (208-622-3401) or in person at City Hall (81 Elkhorn Rd).

**CITY OF SUN VALLEY, IDAHO  
FEE SCHEDULE FOR PUBLIC RECORDS REQUESTS**

**COSTS OF COPYING**

Cost per copy (in-house):

<u>Black &amp; White</u>	<u>Color</u>
\$ .05/page: 8.5"x11" single-sided	\$ .45/page: 8.5"x11" single-sided
\$ .08/page: 8.5"x11" double-sided	\$ .80 /page: 8.5"x11" double-sided
\$ .05/page: 8.5"x14" single-sided	\$ .45/page: 8.5"x14" single-sided
\$ .08/page: 8.5"x14" double-sided	\$ .80/page: 8.5"x14" double-sided
\$ .15/page: 11"x17" single-sided	\$ .65/page: 11"x17" single-sided
\$ .25/page: 11"x17" double-sided	\$ 1.20/page: 11"x17" double-sided

Cost for third party (out-of-house) copies: For oversized materials which cannot be copied by the City of Sun Valley charges are based on the current rate of the facility selected to make the copies.

**LABOR RATES**

Pursuant to Idaho Code §9-338, the Labor Rates referenced below will apply under the following conditions:

- If the request is more than one hundred (100) pages of paper records; or
- If the request includes records from which nonpublic information must be deleted; or
- If the actual labor associated with locating and copying documents for a request *exceeds two (2) person hours.*

City Administrator	Current salary divided by 2,080 hours per year
Department Head	Current salary divided by 2,080 hours per year
Assistant or Associate	Current salary divided by 2,080 hours per year
City Clerk	Current salary divided by 2,080 hours per year
City Attorney	Current contracted hourly rate
I.T. Consultant	Current contracted hourly rate

**OTHER CHARGES**

For providing a duplicate of a CD, cassette tape, thumb drive or similar record system containing public record information, the City of Sun Valley shall charge a fee, uniform to all persons that does not exceed the sum of the following:

- The City of Sun Valley's direct cost of copying the information in that form, including labor at hourly rates specified above, overhead at rate specified above and actual cost of materials;
- The standard cost, if any, for selling the same information in the form of a publication;
- The cost of consultant services to research and copy public records request.

Payment of the applicable charges shall be made prior to the commencement of research or copying based upon the City Clerk's estimated cost for meeting the public records request.

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This schedule was approved by the City of Sun Valley City Council on January 9, 2014, pursuant to Idaho Code §63-1311A.