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: ____________________

----- For office use only ----- 
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: ________________
CITY OF SUN VALLEY, IDAHO
FEE SCHEDULE FOR PUBLIC RECORDS REQUESTS

COSTS OF COPYING

Cost per copy (in-house):

<table>
<thead>
<tr>
<th>Black &amp; White</th>
<th>Color</th>
</tr>
</thead>
<tbody>
<tr>
<td>$.05/page: 8.5”x11” single-sided</td>
<td>$.45/page: 8.5”x11” single-sided</td>
</tr>
<tr>
<td>$.08/page: 8.5”x11” double-sided</td>
<td>$.80/page: 8.5”x11” double-sided</td>
</tr>
<tr>
<td>$.05/page: 8.5”x14” single-sided</td>
<td>$.45/page: 8.5”x14” single-sided</td>
</tr>
<tr>
<td>$.08/page: 8.5”x14” double-sided</td>
<td>$.80/page: 8.5”x14” double-sided</td>
</tr>
<tr>
<td>$.15/page: 11”x17” single-sided</td>
<td>$.65/page: 11”x17” single-sided</td>
</tr>
<tr>
<td>$.25/page: 11”x17” double-sided</td>
<td>$1.20/page: 11”x17” double-sided</td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>Position</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>City Administrator</td>
<td>Current salary divided by 2,080 hours per year</td>
</tr>
<tr>
<td>Department Head</td>
<td>Current salary divided by 2,080 hours per year</td>
</tr>
<tr>
<td>Assistant or Associate</td>
<td>Current salary divided by 2,080 hours per year</td>
</tr>
<tr>
<td>City Clerk</td>
<td>Current salary divided by 2,080 hours per year</td>
</tr>
<tr>
<td>City Attorney</td>
<td>Current contracted hourly rate</td>
</tr>
<tr>
<td>I.T. Consultant</td>
<td>Current contracted hourly rate</td>
</tr>
</tbody>
</table>

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.

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