



CASSIA COUNTY

1459 Overland Avenue / Burley, ID 83318

REQUEST FOR PUBLIC RECORDS

Administrative Use Only

Date Received _____

Received by _____

Mailed Faxed Walked In

Payment received for one (1) copy
each of _____ documents.

Amount Received _____

Receipt Number _____

I hereby request, pursuant to Idaho Code § 9-338

- these records specifically pertain to myself; or,
- to examine the following record(s); or,
- a copy of the following record(s).

FURTHER DESCRIPTIVE INFORMATION: _____

PLEASE PRINT

Date of Request _____

Name: _____

Address: _____

City _____ State _____ Zip _____

Day time phone number: _____ Fax number: _____

Signature _____

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.

TO BE COMPLETED BY THE CUSTODIAN:

1. Your request has been approved. See attached documents or please contact the undersigned to arrange a time to examine the records. (This may be a partial approval. See items 2 or 3 regarding records not located or deemed exempt.)

_____ **Number of Copies Provided**

\$_____ **Total Cost**

2. It has been determined that additional time is required to locate or retrieve the records you have requested.. Said records shall be available on _____, or further information will be provided regarding your request. (No longer than 10 days from request.)

3. Your request has been denied as following records are exempt from public disclosure for the stated reason.

Idaho Code Section

4. The attorney for the entity has reviewed your request and this response.

NOTICE: PURSUANT TO IDAHO CODE § 9-343 YOU HAVE 180 DAYS TO APPEAL THIS DECISION BY FILING A PETITION IN STATE DISTRICT COURT IN THE COUNTY WHERE ALL OR PART OF THE RECORDS ARE LOCATED.

Custodian: _____

Department: _____ Telephone: _____

NOTICE: FAX, MAIL BY USPS OR HAND DELIVER THIS SIGNED FORM TO THE PROPER CUSTODIAN OF RECORD. DO NOT EMAIL THIS FORM — EMAIL OF THIS FORM WILL NOT BE ACCEPTED.

**III.
DESIGNATED CUSTODIANS**

Designated Custodians are, those employees authorized to perform specific responsibilities that are described in this policy, including denying requests for information when appropriate to do so.

The following positions are the designated custodians for Cassia County: General
 Custodian/Courthouse: County Clerk
 General Custodian/Law Enforcement: Sheriff
 Department/Division/Other
 Designated Custodians

DEPARTMENT/DIVISION/OTHER	Designated Custodian	
Planning and Zoning	County Administrator	Phone: 208-878-7302
Risk Management		FAX: 208-878-3510
Commissioners Personnel (job performance issues/medical information Building Inspector / Compliance Officer)		
Magistrate Clerk Office	County Clerk	Phone: 208-878-5231
District Clerk Office		FAX: 208-878-5344
Auditor		Phone: 208-878-1004
		FAX: 208-878-5830
Recorder		Phone: 208-878-5240
		FAX: 208-878-8825
Adult Misdemeanor Probation		FAX: 208-878-5344
Personnel (Status information)		Phone: 208-878-1004
		FAX: 208-878-5830
Elections		Phone: 208-878-1004
	FAX: 208-878-5830	
Medical Indigency	Phone: 208-878-5246	
	FAX: 208-878-5344	
Extension Office	County Extension	Phone: 208-878-4043
Agent Weed Department		FAX: 208-878-7862
Assessor's Office	Assessor	Phone: 208-878-3540
		FAX: 208-878-1014
Treasurer's Office	Treasurer	Phone: 208-878-7202
		FAX: 208-878-1012
Coroner's Office	Coroner	Phone: 208-678-1455
		FAX: 208-878-9109
Fair Board	President of Board	Phone: 208-678-9150
Road Department	Chairperson of Board	
Mini-Cassia Criminal Justice Center	Jail Administrator	Phone: 208-878-1000
		FAX: 208-878-1100