



# CASSIA COUNTY

1459 OVERLAND AVENUE / BURLEY, ID 83318

## REQUEST FOR PUBLIC RECORDS

I hereby request, pursuant to Idaho Code § 74-102

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

CLEAR DESCRIPTION OF RECORD(S) SOUGHT: \_\_\_\_\_

\_\_\_\_\_

**PLEASE PRINT CLEARLY**

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

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

Address: \_\_\_\_\_

City

State

Zip

Email Address: \_\_\_\_\_

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 § 74-102.*

**TO BE COMPLETED BY THE CUSTODIAN OF RECORD(S):**

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**

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

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

**NOTICE: PURSUANT TO IDAHO CODE § 74-115 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: \_\_\_\_\_

### OFFICE USE ONLY

Date Received \_\_\_\_\_

Received by \_\_\_\_\_

Mailed  Faxed  Walked In

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

Amount Received \_\_\_\_\_

Receipt Number \_\_\_\_\_

**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

<u>DEPARTMENT/DIVISION/OTHER</u>	<u>Designated Custodian</u>		
Planning & Zoning	<b>County Administrator</b>	Phone:	208-878-7302
Risk Management		Fax:	208-878-3510
Commissioners Personnel			
(Job performance issues/Medical Information Building Inspector / Compliance Officer			
Magistrate Clerk Office	<b>County Clerk</b>	Phone:	208-878-5231
District Clerk Office		Fax:	208-878-1003
Auditor Office		Phone:	208-878-1004
		Fax:	208-878-8825
Recorder		Phone:	208-878-5240
		Fax:	208-878-8825
Personnel (Status Information)		Phone:	208-878-1004
		Fax:	208-878-8825
Elections:		Phone:	208-878-5240
		Fax:	208-878-8825
Medical Indigency/ Social Services	Phone:	208-878-5246	
	Fax:	208-878-8825	
Extension Office	<b>County Extension</b>	Phone:	208-878-4043
Agent Weed Department		Fax:	208-878-7862
Assessor's Office	<b>Assessor</b>	Phone:	208-878-3540
		Fax:	208-878-1014
Treasurer's Office	<b>Treasurer</b>	Phone:	208-878-7202
		Fax:	208-878-1012
Coroner's Office	<b>Coroner</b>	Phone:	208-431-0119
		Fax:	208-878-3510
Fair Board	<b>President of the Board</b>	Phone:	208-678-9150
Road Department		<b>Chairperson of Board</b>	
Mini-Cassia Criminal Justice Center	<b>Jail Administrator</b>	Phone:	208-878-1000
		Fax:	208-878-1100
General Custodian Law Enforcement	<b>Sheriff</b>	Phone:	208-878-1107
Adult Misdemeanor Probation		Fax:	208-878-4475