

CITY OF RIGBY

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"The Birthplace of Television"



PUBLIC RECORD REQUEST FORM

The City of Rigby is committed to providing access to public records in accordance with Idaho Code § 74-101 through 74-126. Upon receipt of a properly submitted request, the City will grant or deny access within the timeframes required by law. Some requests may require additional time for staff to locate, review, or prepare records, including any necessary redactions as permitted by law.

Reasonable fees may apply for labor exceeding two (2) hours or for copying more than one hundred (100) pages. The City will make a good-faith effort to notify requesters of any anticipated charges in advance. When appropriate, the City may offer the requester the opportunity to inspect records instead of receiving copies.

Certain records may be withheld or redacted as authorized under Idaho Code § 74-107, including confidential or privileged information.

Requester: _____ **Date of Request:** _____

Mailing Address: _____

Phone Number: _____

Specific Description of Public Record(s) Requested:

(Please describe the record(s) as precisely as possible. The City can only provide records that currently exist and cannot create new documents. Do not include opinions, commentary, or reasons for the request.)

The requester acknowledges that all public records obtained through this request are for informational purposes only and may not be used for mailing lists, commercial purposes, or any other unauthorized use.

Requester Signature: _____ **Date:** _____

Request Received By: _____ **Date:** _____

A Community Working Together In Harmony