

**Inspection of Public Records Policy  
East Bonner County Free Library District**

It is the policy of the East Bonner County Free Library District to comply with the spirit and intent of Idaho law which provides for the public's right to inspect public records under the procedures outlined in Idaho Code, Title 74 , Chapter 1, and in particular Sections 74-102, 74-103, subject to those records which are exempt from disclosure under Section 74-106. However, all requests for examination or copying of public records must be in writing on a request form provided by the Library District in order to clearly understand which materials are being requested and to ensure that information which is exempt from disclosure is not released. The following attached forms are hereby approved for this purpose:

1. Request to Examine/Copy Public Records
2. Response to Request to Examine and /or Copy Public Records

Adopted May 19, 2008  
Amended & Approved June 9, 2014  
Board of Trustees  
East Bonner County Library District