

**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

**REQUEST TO EXAMINE AND/OR COPY  
PUBLIC RECORDS of the  
EAST BONNER COUNTY FREE LIBRARY DISTRICT**

DATE: \_\_\_\_\_

I hereby request, pursuant to Idaho Code 74-102, to examine and/or copy the following public records:

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Check all that apply:

- These records specifically pertain to myself. (Idaho Code 74-113)
- I wish to merely examine these records.
- I wish copies of these records.

I understand that if the material I requested to examine ( ) or copy ( ) is not available within three (3) working days, the East Bonner County Free Library district, under Idaho Code 74-103, will notify me in writing that said records will be provided no later than ten (10) working days following the date of request, or that the records will not be provided, whichever shall specifically apply. I also understand that if the Library District fails to respond, the request shall be deemed to be denied within ten (10) working days following the request.

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

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

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Telephone Number: (\_\_\_\_) \_\_\_\_\_ (Home) (\_\_\_\_) \_\_\_\_\_ (Work)

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 74-120.

**RESPONSE TO REQUEST TO EXAMINE AND/OR COPY  
PUBLIC RECORDS of the  
EAST BONNER COUNTY FREE LIBRARY DISTRICT**

**DATE:** \_\_\_\_\_

**NAME OF REQUESTOR:** \_\_\_\_\_

**DATE OF REQUEST:** \_\_\_\_\_

1.  Your request has been approved. Please see attached documents or 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).*

Copies provided \_\_\_\_\_ Total cost \$ \_\_\_\_\_

2.  It has been determined that additional time is required to locate or retrieve the records you have requested since your request to examine the records cannot be filled within three (3) working days. Said records shall be available on \_\_\_\_\_, or further information will be provided regarding your request. *(No longer than 10 days from request).*

If the request for examination ( ) or copying ( ) is denied in part, and granted in part, this notifies you in writing that there is a partial denial of request for the public record.

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

	<u>Idaho Code Section</u>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

4.  This notice for denial, or partial denial, according to Idaho Code 74-103 states:

- a. The attorney for the East Bonner County Free Library District has reviewed the request; or
- b. The Library Director has had an opportunity to consult with an attorney and has chosen not to do so; or
- c. I have consulted with our attorney by telephone (cc: attorney); or

( ) d. This notice indicates the statutory authority for denial.  
Response to request  
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**NOTICE: PURSUANT TO IDAHO CODE SECTION 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, REQUESTING THE COURT TO COMPEL DISCLOSURE OF THE INFORMATION. THE COURT WILL SET A TIME FOR OUR RESPONSE AND FOR A HEARING AT THE EARLIEST POSSIBLE TIME, NOT LATER THAN TWENTY-EIGHT DAYS AFTER THE PETITION IS FILED.**

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**CERTIFICATE OF MAILING**

I hereby certify that the original of this letter was deposited in the United States Mail, postage prepaid, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_, to the requestor

\_\_\_\_\_  
*(name and address)*

\_\_\_\_\_  
*(Custodian)*