



Bonneville County Fire District #1

2137 S. Ammon Rd
Ammon, ID, 83406

(208) 612-4071
www.bcfed1.us

PUBLIC RECORDS PROCESS & PROCEDURES

Bonneville County Fire District #1, hereinafter referred to as 'the District', will produce records in accordance with the Idaho Public Records Act, subject to appropriate exemptions. The requesting party is hereby notified as follows:

- The District is only required to produce records in existence, not create records or answer questions (I.C. §§ 74-102 and 74-101(13)).
- If your request is denied in whole or in part for any reason below, you have the right to appeal any denial to the 7th District Judicial Court within 180 days of the date of the denial (I.C. § 74-115).
- The District will respond to requests based on the requester's residency status (I.C. § 74-103):

Residents:

- The District shall grant or deny requests within 3 working days, up to 10 working days.

Nonresidents:

- The District shall grant or deny requests within 21 calendar days, up to 35 calendar days.

When received outside of normal business hours, see request form. Failure to respond within the applicable timeframe will be treated as a denial. If an electronic record requires format conversion that cannot be completed within the deadline, the custodian will notify the requester and make a good faith effort to agree to a mutually acceptable timeframe.

- In accordance with applicable Idaho law, fees shall be charged as follows (I.C. § 74-102(10)):

Idaho Residents:

- No fee for first two (2) hours of most employee labor.
- No fee for first one hundred (100) 8.5"x11" paper pages unless otherwise provided by applicable law, regulation, or court order.
- Fees for additional time shall be charged at actual cost using lowest paid qualified staff able to fulfill the request from each responding department.
- Notwithstanding the foregoing, the total cost of redaction labor to remove exempt or nonpublic language shall be charged at actual cost using the lowest paid qualified staff able to perform the work from each responding department.

Non-Idaho Residents:

- All time, materials, and resources used by the District to fulfill a request from a Non-Idaho Resident are generally subject to fees. Fees may include actual labor, copying, conversion, redaction, and/or third-party costs.
- Fees charged for the production of public records shall not exceed the District's actual cost of responding to the request.

All Requesters:

- Fees shall be itemized when invoiced.
- Advance payment of the estimated cost of labor and/or materials to fulfill the request is required before the request is processed (I.C. § 74-102(12)).
- Should the estimated advance payment exceed the actual cost(s), the difference will be refunded.

- The District may aggregate multiple similar requests from a requester if they appear intended to avoid fees (I.C. § 74-102(11)).

* Denotes a required field

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PUBLIC RECORDS REQUEST

Date of Request: * ____/____/____

Requests received outside of normal business hours will be deemed received on the next business day.

Requestor Information: *

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Name: * _____

Mailing Address: * _____

Street # City State Zip

Phone: * _____ E-mail address: * _____

Residency Status - A resident is a natural person domiciled in Idaho for at least 30 continuous days (excluding out-of-state students), or a domestic entity registered under Idaho Code §30-21-102.

Select one: *

- I affirm that I am an Idaho Resident
- I am not an Idaho Resident

Pursuant to Idaho Code § 74-102, I hereby request to examine and/ or copy the following information from public records (Please be Specific):

- To examine the records listed below (in-person).
- To receive a copy of the records listed below in:
 - Electronic Format Printed Format by Mail Printed Format by Pickup

Records requested (including date/date range, if applicable): *

(If more space is needed, attach additional pages)

- By checking this box, I acknowledge that my request may incur fees for processing and/or distribution. I will be notified of any fees before they are incurred to either approve the processing or adjust the scope of my request. All fees, if any, must be paid in full, in advance. *
- By checking this box, I acknowledge that I have reviewed Bonneville County Fire District #1's Public Records Policy found on page one (1) of this document. *
- By checking this box, I acknowledge that the records sought by this request will not be used for a mailing or telephone list (I.C. § 74-120). *

Signature of Requester *

For Office Use Only	
Date Received by Custodian: _____	Decision: <input type="checkbox"/> Approved <input type="checkbox"/> Denied
Fees Charged: _____	Fees Paid: <input type="checkbox"/> Yes <input type="checkbox"/> N/A
Delivery: <input type="checkbox"/> Email <input type="checkbox"/> Mail <input type="checkbox"/> Pickup	Date Fulfilled: _____
Custodian Signature: _____	

** THE FREEDOM OF INFORMATION ACT DOES NOT APPLY TO LOCAL GOVERNMENT REQUESTS **