

Public Records Request – E-mail Request Addendum

This form is Required for email requests. Filling out this form will allow County staff find the electronic mail (e-mail) which is responsive to your request in a timely manner.

Please provide the e-mail addresses to be included in the search.

Note: County employee e-mail addresses typically follow the format of first initial and last name.
For example: Joe Doe = jdoe@kcgov.us

Please provide the date or dates of records to be searched.

Note: Kootenai County retains e-mail records for 2 years.

Please provide any keywords (including names) that should appear in the e-mails.