

## Kootenai County Community Development Public Records Request Form

All requests for public information must be made in writing. Please indicate whether you prefer to examine records or will request copies to be made. *Idaho Code* exempts certain documents from public disclosure (i.e. Investigatory records, environmental or public health studies, proprietary, personal records, etc.). Pursuant to *Idaho Code* §74-120 information may not be used to distribute or sell for use as a mailing list or telephone number list without first securing the permission of those on the list. As defined in *Idaho Code* §18-3202, any person who willfully destroys, alters, falsifies or commits the theft of any public record shall be guilty of a felony.

Date: \_\_\_\_\_ Time: \_\_\_\_\_

Name: (Print) \_\_\_\_\_

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

Telephone Number: \_\_\_\_\_

I am requesting to copy or to examine certain records of the Kootenai County Community Development which may be identified as follows:

\_\_\_\_\_  
\_\_\_\_\_

Signature of Requestor \_\_\_\_\_

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### Agency Response

**Request Granted**

The requested record is attached.

**Response Delayed**

- Additional time is necessary to locate or retrieve the requested record. You should receive a response no later than ten (10) working days following the date of your request.
- The electronic record requested will have to be converted to another electronic format which will take more than ten (10) working days following the date of your request to respond. Please contact the Kootenai County Community Development to discuss when you will receive a response.

**Advance Payment**

Kootenai County Community Development will require advance payment of the cost associated with responding to your request. Please contact the Kootenai County Community Development to discuss the amount and manner of the advance payment.

**Unable to Respond for One or More of the Following Reasons**

- Record not known to exist.
- Kootenai County Community Development is not the custodian of the requested record.

**Notice of Denial**

The requested record is exempt from disclosure pursuant to Idaho Code §74-\_\_\_ (104-111).

**Notice of Partial Denial**

Your request has been partially denied. Certain information has been determined to be exempt from disclosure pursuant to Idaho Code §74-\_\_\_ (104-111), and has therefore been redacted from the requested record. A copy of the requested record with the exempt information redacted is attached.

If your request has been denied or partially denied, the attorney for Kootenai County has reviewed the request, or Kootenai County has had the opportunity to consult with an attorney regarding the request for examination or copying of a record and has chosen not to do so. If you wish to appeal the denial or partial denial of your request for public records you may do so pursuant to the provisions of Idaho Code §74-115, which requires that a petition be filed in the District Court within 180 days from the date of the mailing of the notice of denial or partial denial.

\_\_\_\_\_  
Signature of Kootenai County Community Development Representative Date: \_\_\_\_\_

## General Information

The County is comprised of nine Elected Officials who direct operations of more than two dozen departments and over 700 employees. Records request completion may require input from more than one department. This form is for general records requests related to County functions. The most common requests and the primary department associations are as follows:

**Board of County Commissioners (BOCC):** Human Resources, County Administration, Legal, Technology, Public Meetings/Audio Recordings, Contracts/Board Action, Community Development (Permits, Ordinances, Land Use, Planning and Zoning)

**County Clerk:** Elections, Financial/Audit Records, Meeting Minutes, Tort Claims

**Treasurer:** Property Taxes, Public Administration, County Investments, Transaction Documentation/Checks

**Sheriff /911:** Arrest/Sheriff Responses and Records (**Please use the Sheriff's Office public records request form, available on the Kootenai County website and the KCSO website**)

**PLEASE NOTE:** If clarifying information is needed or the request must be transferred to another department, the County will respond within ten (10) working days of receipt of the request, as opposed to three (3) working days.

**Any person who willfully destroys, alters, falsifies, or commits the theft of any public record shall be guilty of a FELONY pursuant to Idaho Code § 18-3202.**

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## E-mail Request Addendum

**Please fill out this form if you are requesting e-mails.** Filling out this form will allow County staff to find the electronic mail (e-mail) which is responsive to your request in a timely manner.

Please provide the **specific 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](mailto: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.