



PANHANDLE HEALTH DISTRICT

Healthy People in Healthy Communities

Public Health
Prevent. Promote. Protect.
Panhandle Health District

8500 N Atlas Road
Hayden, Idaho 83835
208-415-5100
www.phd1.idaho.gov

PUBLIC RECORDS REQUEST

Date of Request: _____

Printed Name of Requestor: _____

Street Address: _____

City/State & Zip: _____

Telephone #: _____

Specific Description of Requested Documents: _____

Request copies of documents

Request to examine records (no copies)

Requestor acknowledges the following by signature below:

- The requested record(s) or information will not be used for purposes of a mailing or telephone list prohibited by Section 74-120, Idaho Code, or as otherwise provided by law.
- A current fee of \$0.10 per copy page shall be charged, generally prepaid, before copies are made, for pages copied that exceed 100 pages, plus actual labor costs.
- Per Section 74-102, Idaho Code, actual labor costs associated with locating and copying documents may be charged if:
 - The request is for more than one hundred (100) pages of paper records; or
 - The request includes records from which nonpublic information must be deleted; or
 - The actual labor associated with locating and copying documents for a request exceeds two (2) person hours. Costs may be charged for anything beyond the first two hours.
 - Pre-payment of estimated costs will be required.

Signature: _____

This Section for Office Use

Request Taken By: _____	Approved By: _____
Date Request Received: _____	Fee: _____
Date Records Mailed or Viewed: _____	