



PUBLIC RECORDS REQUEST

ADA COUNTY
 200 W. Front Street, Boise, Idaho 83702
 Phone: (208) 287-7000 • Fax: (208) 287-7009

**See form instructions on next page. Please print or type legibly.
 Return first page of this form to the Ada County Commissioners Office for processing.**

Note: Idaho Code § 9-342, 343 & 348 permit Ada County to verify requestor's identity and ensure this information is not to be used for purposes such as a mailing/solicitation list, to supplant a discovery procedure, & for the purpose of protecting personal information in compliance with state and federal law.

Name:		Date:	
Address:		Daytime Phone:	
City:		State:	Zip:
		Fax Number:	
		E-Mail:	

Department(s) Requesting Information From (Note: This helps us properly route and fulfill your request):

Commissioners Administration Development Services Emergency Management EMS-Paramedics
 Expo Idaho-Fair Indigent Services Information Technology Juvenile Court Operations-Solid Waste
 Parks & Waterways Public Defender Weed, Pest & Mosquito Abatement
(Contact information and commonly requested topics listed on following page.)

Preferred Delivery Method: E-Mail Pick Up In Person

(E-mail is generally the preferred method of the County as it's typically more cost effective and timely for both parties; however, if the request involves more than 100 pages, it MUST be picked up in person.)

Description of Requested Information (Note: Please be **VERY** specific, this may help reduce request completion time):

Requestor's Signature:

FOR INTERNAL USE ONLY

<p>Request Receipt & Department Review:</p> <table style="width: 100%;"> <tr> <td>Request Recipient</td> <td>Date</td> </tr> <tr> <td>Reviewer</td> <td>Date</td> </tr> <tr> <td>Reviewer</td> <td>Date</td> </tr> <tr> <td>Reviewer</td> <td>Date</td> </tr> </table> <p><i>Note: Some departments may choose to have multiple reviewers.</i></p>	Request Recipient	Date	Reviewer	Date	Reviewer	Date	Reviewer	Date	<p>Request Completion:</p> <p>Request Completed By _____</p> <p>_____/_____/_____ Date Completed</p> <p>_____/_____/_____ Date Requestor Contacted</p> <p>Notification by: <input type="checkbox"/> Mail <input type="checkbox"/> Phone <input type="checkbox"/> E-Mail</p> <p>_____/_____/_____ Date Request Picked Up or Sent</p>	<p>Copying & Staff Work Time Fees: Pursuant to I.C. § 9-338 & Ada County Resolution #1933</p> <p>_____ x \$.01 / \$.06 = \$ _____ # Pages Copied > 100 (1¢ b/w; 6¢ color) Fee</p> <p>Records larger than 8.5"x14": \$0.15 per sq. ft. black & white; \$2.25 per sq. ft. color. Alternate medium: Required or requested use of a data medium such as a CD or thumb drive, will require a charge equal to the cost of such medium.</p> <p>\$ _____ x _____ = \$ _____ Cost of CD/USB/Other Quantity Fee</p> <p>\$ _____/per hour Hourly Rate of Staff Completing Request (First Two (2) Hours are FREE of Charge)</p> <p>_____ x \$ _____ = \$ _____ # Hours Worked Rate Fee</p> <p style="text-align: right;">\$ _____ Total Cost</p>
Request Recipient	Date									
Reviewer	Date									
Reviewer	Date									
Reviewer	Date									

Notes:

ADA COUNTY OFFICES AND DEPARTMENTS

Instructions for Submitting Attached Public Records Request Form

Submit this completed public records request form (first page only) to the Ada County Commissioners Office as outlined below. The following is a list of Ada County departments and offices, along with some of the *typical* request types. This page does not include all request types, so please be **VERY specific** in your description of what records you're requesting. The more specific and detailed you are, the easier it will likely be for us to fulfill your request in a concise and timely fashion, and potentially at a lesser cost to you, if any.

FORM SUBMISSION:

The following departments use THIS general request form, therefore, if your request applies to one of these departments, please **SUBMIT THIS FORM** to the Commissioners Office by:

- Fax to 208-287-7009, or
- By e-mail to boccl1@adaweb.net, or
- By mail or in-person to the Commissioners Office at 200 W. Front St., 3rd Floor, Boise, ID 83702

Commissioners Office (208-287-7000)

- Staff Meeting & Public Hearing Agendas
- Staff Meeting & Public Hearing Minutes
- Audio Recording of Meeting / Public Hearing (NOTE: Many hearing and meeting recordings are available on the Commissioners' website, under agendas.)

Department of Administration (208-287-7123)

- Human Resources Requests
- Purchasing/Procurement Requests
- Communications Related Requests

Development Services (208-287-7900)

- Development Applications
- Exhibits Associated with Applications

Emergency Management (208-577-4750)

- Emergency Medical Services (Paramedics) - (208-287-2962)**
- Expo Idaho (Fair) - (208-287-5650)**
- Indigent Services (208-287-7960)**
- Information Technology (208-287-7020)**
- Juvenile Court Services (208-577-4800)**
- Operations (208-287-7100)**
- Parks & Waterways (208-577-4575)**
- Public Defender (208-287-7400)**
- Solid Waste Management (208-577-4725)**
- Weed, Pest & Mosquito Abatement (208-577-4646)**

IMPORTANT:

The following offices use THEIR OWN unique request form, and should be contacted directly for information on how to submit a Public Records Request for information pertaining to their specific area:

Assessor (208-287-7200)

- Name & Address Search
- Value Information
- Copies of Sketches/Photographs
- Ad Hoc Database Queries

Coroner (208-287-5556)

- Prosecutor (208-287-7700)**
- Sheriff's Office (208-577-3000)**
- Treasurer (208-287-6800)**
- Trial Court Administration (208-287-7070)**

Clerk of the Court (Ex-Officio Auditor & Recorder) - (Courts 208-287-6900, Recorder 208-287-6840, Elections 208-287-6860)

- Ada Co. Agreements & Contracts
- Ada Co. Ordinances & Resolutions
- Public Hearing Minutes
- Marriage Licenses / Divorce Decrees