



# Lake Pend Oreille School District #84

Administration Office • 901 N. Triangle Drive • Ponderay, Idaho 83852

Phone: 208/263-2184 • Fax: 208/263-5053

Web: www.lposd.org

## REQUEST FOR PUBLIC RECORDS

Records Requested:

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

*(Please state your request in detail attaching extra pages to further describe the specifics of your request)*

Mailing Address:

Name (Please Print) \_\_\_\_\_ Date of Request: \_\_\_\_\_

Address \_\_\_\_\_ Daytime Phone Number \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Email Address \_\_\_\_\_

\*\*\*\*\*

*To Be Completed By District Personnel:*

Date Received \_\_\_\_\_ Received by \_\_\_\_\_

10-Day Extension Requested. Document(s)/Item(s) due: \_\_\_\_\_

Record Request Granted. Date Sent to Requester: \_\_\_\_\_

Record Request Partially Denied. Date Letter Sent to Requester: \_\_\_\_\_

Record Request Denied. Date Letter Sent to Patron: \_\_\_\_\_

District Personnel Comments/Notes: \_\_\_\_\_

\*\*\*\*\*

**PLEASE READ THE FOLLOWING:** Fees may be assessed for the actual labor cost associated with locating and copying documents if:

1. The request is for more than one hundred (100) pages of paper records; or
2. The request includes records from which nonpublic information must be deleted; or
3. The actual labor associated with locating and copying documents for a request exceeds two (2) person hours.

Fees shall be as follows:  
\$.05 each for copies  
\$2.00 per audio tape or CD  
\$12.80 per hour labor (if applicable)

**I HAVE READ AND UNDERSTAND THE CHARGES WHICH MAY BE ASSOCIATED WITH MY REQUEST.**

\_\_\_\_\_  
Signature

Per page cost for copies: \_\_\_\_\_; Actual time spent responding to request: \_\_\_\_\_

Estimated Fees: \_\_\_\_\_; **Total received:** \_\_\_\_\_ **Receipt Number** \_\_\_\_\_

Legal Reference: Title 9, Chapter 3 Public Records  
I.C. 9-339 Response to Request for Examination of Public Records