

RECORDS REQUEST

Every effort will be made by the WECRD to make available non-exempt public records within three (3) working days from the date of request. If a longer period of time is needed to fulfill the request, the WECRD will notify the individual in writing and will provide the material within ten (10) working days. For copies of documents, the requester may be charged the standard copy fee of ten cents (10¢) per page. There will be no charge for labor unless the actual labor associated with locating and copying documents exceeds two (2) person hours. Thank you for your patience.

Date of Request: _____

Name and contact information of individual making the request:
(Idaho Code §9-342)

Items Requested:

Date Fulfilled: _____

Amount Paid (if any): _____