



# Spirit Lake Fire Protection District

PO Box 116 • 32182 N 6<sup>th</sup> Ave • Spirit Lake, ID 83869

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## REQUEST TO EXAMINE/COPY PUBLIC RECORDS

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Name \_\_\_\_\_

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

City \_\_\_\_\_

State \_\_\_\_\_

Zip \_\_\_\_\_

Phone \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

Delivery Method

(check one)

Email

US Mail

Pick Up

View in Office

I hereby request, pursuant to Idaho Code §74-102, to examine and/or copy the following public records:

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

Spirit Lake Fire Protection District has an established copying fee schedule as allowed under Idaho Code 74-102(10):

### CHARGE FOR COPIES OR INSPECTION OF PUBLIC RECORDS

- 1) The Fire District shall charge a fee of 15 cents per copy for photocopying (no fee for first 100 individual pages).
- 2) The Fire District shall charge the real wage of the District Secretary as labor fee for photocopying (no fee for first 2 hours).
- 3) The Fire District shall charge the real wage of the District Secretary as labor fee for locating archival information or complex records requests.
- 4) Payment for copies of a few documents that are readily available to the staff shall be made at the time copies are provided.
- 5) Public records or reports requested to be sent by way of US Mail shall be charged at actual costs.

By signing below, I understand that under Idaho Code 74-103, Spirit Lake Fire Protection District has three (3) working days from the date of receipt of the request to grant or deny the information. I further understand that if a longer period of time is needed to locate or retrieve the information, I will be notified in writing and that the request will then be granted or denied within ten (10) working days following request.

Signature: \_\_\_\_\_