Jt. Jerome School District #261

COMMUNITY RELATIONS **4260F**

District Record Request Form

Request for Public Records

I request: ☐ to examine ☐ to copy ☐ to receive an electronic copy
of the following records (please be as specific as possible):

_____

_____

_____

Date Records Requested Were Created:

Beginning: _____

Ending: _____

Name (Please Print) _____

Mailing Address:_____

Under oath, and with the understanding of the possible penalty of perjury should I provide untruthful information, I affirm that I am:

_____ A resident of the State of Idaho. I have resided in Idaho for at least the last 30 days or I am making this request on behalf of a domestic entity as provided in IC 30-21-102. I am **not** a full-time student who is a resident of another state.

Identification of Idaho Domestic Entity if request is being made on behalf of such entity:
Name of Idaho Domestic Entity: _____
Address: _____
Position held by person making request on behalf of Idaho Domestic Entity:_____

OR

_____ I am **not** a resident of the State of Idaho or an employee of a resident as described above.

Date of Request: _____

Daytime Phone Number: _____

Received By: _____

Date Received: _____

Public Agency _____

Request by an Idaho Resident or Their Employee

_____ Initial if Applicable: More than three working days are needed to locate or retrieve the requested records.

A response shall be provided within ten working days of the request. unless the field below has been initialed.

_____ Initial if Applicable: The record requested must be converted from one electronic format to another and doing so will require more than ten working days. The agency shall provide the converted public record at the following time, which has been mutually agreed upon between the agency and the requester, with due consideration given to any limitations that may exist due to the process of conversion or due to the use of a third party to make the conversion: _____

Request by Someone Who is Not an Idaho Resident or Their Employee

_____ Initial if Applicable: More than 21 days are needed to locate or retrieve the requested records. A response shall be provided within 35 days of the request. unless the field below has been initialed.

_____ Initial if Applicable: The record requested must be converted from one electronic format to another and doing so will require more than 35 days. The agency shall provide the converted public record at the following time, which has been mutually agreed upon between the agency and the requester, with due consideration given to any limitations that may exist due to the process of conversion or due to the use of a third party to make the conversion: _____

_____ _____

Date of Request Daytime Phone Number

~~Received By: _____ Date Received:~~

~~_____~~

~~Public Agency _____~~

~~_____ Initial if Applicable: More than three (3) working days are needed to locate or retrieve the requested records. A response shall be provided within ten (10) working days of the request, unless the field below has been initialed.~~

~~_____ Initial if Applicable: The record requested must be converted from one electronic format to another and doing so will require more than ten working days. The agency shall provide the converted public record at the following time, which has been mutually agreed upon between the agency and the requester, which due consideration given to any limitations that may exist due to the process of conversion or due to the use of a third party to make the conversion.~~

Payment Received for_____ Copies_____ Amount Received _____

Payment Received for_____ Labor_____ Amount Received_____

_____ _____

Receipt Number Date

Policy History:

Adopted on: 09/27/2011
Revised on: 12/15/2015
Revised on: 01/26/2021
Revised on: 02/28/2023
Revised on: