



CITY OF STANLEY

## Public Record Request

Date: \_\_\_\_\_

I hereby request, pursuant to Idaho Code §74-102, to examine and/or copy the following public records. This request must specifically describe the subject matter of the records and a specific date range of the records sought.

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- These records specifically pertain to me.
- I wish to merely examine these records.
- I wish to obtain digital copies of these records via email.
- I wish to obtain paper copies of these records.

Print Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_

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

I acknowledge by my signature that the records sought by this request will not be used for a mailing list or telephone list as set forth in Idaho Code §74-120.

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



**CITY OF STANLEY**  
**FOR OFFICIAL USE ONLY**  
Records Request Response

Date: \_\_\_\_\_

- Your request has been fully approved.
- Your request has been partially approved.
  - See attached documents.
  - Contact the City Clerk to arrange a time to examine the records.
- It has been determined that additional time is required to locate or retrieve the records you have requested. Said records shall be available on \_\_\_\_\_ or further information will be provided regarding your request. *(No longer than 10 business days from the request.)*
- Your request has been denied as the following records are exempt from public disclosure for the stated reason below.

\_\_\_\_\_

\_\_\_\_\_ Idaho Code Section

- The attorney for the entity has reviewed your request and this response.

Total cost: \$\_\_\_\_\_

\_\_\_\_\_  
City Clerk  
City of Stanley  
208-774-2286

**Notice:**

- The records sought by this request are prohibited from being used for a mailing or telephone list as set forth in Idaho Code §9-348.
- Pursuant to Idaho Code §9-343 you have 180 days to appeal this decision by filing a petition in state district court in the county where all or part of the records are located.