



# Middleton Rural Fire District

*"Proudly Serving Our Community Since 1958"*



## PUBLIC RECORDS REQUEST FORM

### STEP NO. 1 REQUESTER COMPLETES THIS PAGE AND FILES REQUEST:

Request must be filed at the Middleton Rural Fire District Station No. 1 Address: 302 East Main Street, Middleton ID 83644 on regular business days [not including legal holidays] between the hours of 8:00 a.m. and 5:00 p.m.

Idaho Code Title 74 Chapter 1 provides the procedures for reviewing and/or copying public documents. All requests to examine or copy public record **MUST BE MADE IN WRITING**. Please complete this form. All copies made are subject to a copy cost that may be required prior to receipt of records. All requests received after normal business hours (excluding holidays) shall be deemed received the next business day.

### PLEASE TYPE OR PRINT LEGIBLY

Name of Requester: \_\_\_\_\_ Date of Request: \_\_\_\_\_

Company (if applicable) \_\_\_\_\_

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

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Description of the Public Records request:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### NOTICE TO REQUESTER – Exemptions from Fees

No fee for labor or copying shall be charged in the event the requester demonstrates that the requester's examination and/or copy of public records:

Is likely to contribute significantly to the public's understanding of operations or activities of the government; or Is not primarily in the individual interest of the requester including, but not limited to, the requester's interest in litigation in which the requester is or may become a party; or

Would not otherwise occur because the requester has insufficient financial resources to pay such fees.

I am not claiming an exemption.

I am claiming an exemption based upon the following:

[Set out factual basis for claim of exemption and attach to Public Records Request]

\_\_\_\_\_  
Signature of Requester

\_\_\_\_\_  
Date