



City of Greenleaf
20523 N. Whittier Drive
Greenleaf, Idaho 83626
208/454-0552
208/454-7994 (fax)
cityhall@greenleaf-idaho.us

REQUEST TO EXAMINE / COPY PUBLIC RECORDS

TO: The City of Greenleaf

Tracking Number _____
(Assigned by City Hall to multiple request submittals)

DATE: _____

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

See Request Attached

These records specifically pertain to myself.

I wish to merely examine these records. *

I wish copies of these records. * If checked, then receipt by: Mail **
 E-mail *
 City Hall pick-up *

Name (required): _____

Mailing Address (required): _____

E-mail Address: _____

Telephone Number (required): (_____) _____

Fax Number: (_____) _____

Signature (required): _____

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. I also acknowledge that a deposit based on estimated fulfillment cost will be required if staff expects fulfillment to take more than two hours of labor and/or 100 copies and/or removal of non-public information (redaction) by the City Attorney. I further understand that if a deposit is required then the public records request submission is not deemed complete until the associated deposit has been received.

* Fees may apply -- See the Public Records Request Fee Schedule portion of the Consolidated Fee Schedule.

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