



## REQUEST TO EXAMINE PUBLIC RECORDS

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

To: City of Nampa

Department: \_\_\_\_\_

I hereby request, pursuant to **Idaho Code 9-338**, to examine and/or copy the following public records:

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- These records specifically pertain to myself.
- I want to merely examine these records.
- I want copies of these records.

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

Mailing Address: \_\_\_\_\_  
Street City State Zip

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

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

*By signing above, I agree to the following:*

- a. The records sought by this request will not be used for a mailing list or telephone list.
- b. Examination of records must occur during regular office hours of 8:00 a.m. until 5:00 p.m., Monday through Friday.
- c. A copy machine will be made available for the purpose of making copies of items requested. A charge of .25 per copy will be assessed.
- d. If City employees are required to assist you with your request, and if such assistance involves copying more than 100 pages of paper records or an excess of two person hours for copying, locating documents, or for security reasons, a charge will be assessed to recover labor cost associated with your request.
- e. Payment for all expenses anticipated may be required in advance. In every instance, payment for expenses include copying and labor, will be due and payable prior to any copies being released.