

Community Planning Association of Southwest Idaho



REQUEST TO EXAMINE AND/OR COPY PUBLIC RECORDS

Date:	
Name of Person Submitting Request:	
Business Name, Affiliation, or Representation:	
Telephone (including area code):	Fax (including area code):
E-mail:	
Complete Mailing Address:	
Description of public records requested for disclosure:	
Signature of Requestor:	
<input type="checkbox"/> I agree to reimburse the Community Planning Association of Southwest Idaho (COMPASS) according to the established fee schedule (see attached).	
<input type="checkbox"/> I request a fee waiver because I represent a COMPASS member agency.	
<input type="checkbox"/> I request a fee waiver because* (please state reason for request):	
Send completed form to: Jeanne Urlezaga Director of Operations Community Planning Association of Southwest Idaho 800 S Industry Way, Ste 100 Meridian, Idaho 83642 P 208-855-2558 x 242 F 208-855-2559 Email jurlezaga@compassidaho.org	

Idaho State Code exempts certain documents from public disclosure.

If the public records you are seeking to examine or copy are exempt from disclosure you will be notified.

Idaho state law prohibits use of disclosed information as a mailing list. Violations are subject to civil penalties of up to \$1000 (I.C. 9-348).

*If you are unsure if you are eligible for a fee waiver, call 208-855-2558 x 242 for assistance.

Public Record Request Fee Schedule

Type of Work	Charge
Photocopying 50 pages or less on standard 8 ½" x 11" paper	No charge
Photocopying more than 50 pages on standard 8 ½" x 11" paper	Actual copying cost of \$.05 per page for black/white and \$.10 per page for color
Photocopying on sheets other than standard 8 ½" x 11" paper (e.g. blueprints, maps)	Actual copying cost
When actual labor associated with fulfilling the request exceeds two (2) hours	Actual labor cost
When COMPASS has an out-of-pocket cost	Actual out-of-pocket cost