

LEMHI COUNTY

PUBLIC RECORDS REQUEST



206 Courthouse Drive
Salmon, Idaho 83467

Phone: (208) 756-2815, Ext. 1738 Fax: (208) 756-8424
Email: clerk@lemhicountyidaho.org

Name _____ Date _____

Mailing Address _____

City/State/Zip Code _____

Email _____

Phone _____ Fax _____

All requests for public information must be made in writing. Please make your request specific and concise, including department(s) and document type(s), as this will expedite the processing of your request.

Please note—advance payment of a fee may be required when it is estimated that more than two (2) hours of labor or more than one hundred (100) copies of paper records will be required to fulfill the request.

Requested Documents which may be identified as follows:

I certify that the information reviewed or received will not be used as a mailing or telephone list as prohibited under Idaho Code §74-120. I further certify that the recorded images will not be sold and are only for the business use of the requestor.

Signature of Requesting Party _____

- ☐ Request Granted
- ☐ Response Delayed due to _____
- ☐ Billed Monthly for Recurring Electronic Copies: Amount _____
- ☐ Advance Payment Required: Amount _____ Received Date _____
- ☐ Unable to Respond because _____
- ☐ Notice of Denial: The requested record is exempt from disclosure.
- ☐ Notice of Partial Denial: Your request has been partially denied. Certain information has been determined to be exempt pursuant to Idaho Code and has therefore been redacted from the requested record. A copy of the requested record with the exempt information redacted is attached.

If your request has been denied or partially denied, an attorney for Lemhi County has reviewed the request, or Lemhi County has had the opportunity to consult with an attorney regarding the request for examination or copying of a record and has chosen not to do so.

If you wish to appeal the denial or partial denial of your request for public records, you may do so pursuant to the provisions of Idaho Code §74-115, which requires that a petition be filed in the District Court within 180 days from the date of the mailing of the notice of denial or partial denial.