



Public Health

Idaho North Central District



Nez Perce County
215 10th Street
Lewiston, ID 83501
(208) 799-3100
Fax (208) 799-0349

Latah County
333 E Palouse River Drive
Moscow, ID 83843
(208) 882-7506
Fax (208) 882-3494

Clearwater County
105 115th Street
Orofino, ID 83544
(208) 476-7850
Fax (208) 476-7494

Idaho County
903 West Main
Grangeville, ID 83530
(208) 983-2842
Fax (208) 983-2845

Lewis County
132 N Hill Street
P O Box 277
Kamiah, ID 83536
(208) 935-2124
Fax (208) 935-0223

REQUEST FOR PUBLIC RECORDS

I request to examine []
copy [] the following record:

Mailing address:

Name (please print)

Phone Number

Address

Fax Number

I agree to reimburse Public Health – Idaho North Central District according to the established fee schedule.

Requester:

Signature

Date

FOR AGENCY USE ONLY:

Date received: _____

Status of Request: [] Approved
[] Denied
[] More than three working days are needed to locate or retrieve the requested records.
A response shall be provided within ten (10) working days of the request.

Payment received for _____ copies

Amount Paid: _____

Date Paid: _____

Method of Payment: Cash Check Credit Card

District Representative:

Signature (Name and Title)

Public Records Request
Copying Fee Schedule
2020

Pursuant to Idaho Code, 9-338(8), Public Health – Idaho North Central District shall charge the following fees for costs incurred associated with a public records request:

Service	Fee
Photocopying of the first 100 pages.	No Charge
Photocopying more than 100 sheet pages on standard 8 ½” x 11” paper	\$15 per hour plus \$.07 per page
Request includes records from which non-public information must be deleted	\$15 per hour plus \$.07 per page
Where actual labor associated with locating and photocopying hard copy and/or electronic documents is equal to or more than two (2) person hours.	\$15 per hour plus \$.07 per page.
Photocopying on sheets other than standard 8 ½” x 11” (i.e. maps)	Actual copying cost, varies depending on size.
Where PH-INCD has an out of pocket cost.	Actual out of pocket cost.
Where PH-INCD has a standard charge for selling information in the form of a publication	Standard cost for selling information in the form of a publication.