



BENEWAH COUNTY PUBLIC RECORDS REQUEST

701 W. COLLEGE AVE, ST. MARIES, IDAHO 83861

For Official Use

Date Received: _____

Time Received: _____

Employee Initials: _____

Name:	Date:
Mailing Address, City, State, Zip:	Phone:
	Email:
Employer (if requesting on behalf of Employer):	Preferred Delivery: ☐ Email ☐ Mail ☐ Pick Up/View in Person
Residency Status: Pursuant to I.C. §74-102, I do hereby affirm under oath that I am: ☐ Idaho Resident ☐ Non-Resident	

Please make your request specific and concise. Include department(s), document type(s), and specific document name(s) if possible, as this will expedite the processing of your request. If you believe additional information would assist the records custodian in accurately identifying the records sought, you may attach a separate written statement providing detail or context for the records request at your discretion.

Certain public records requests may be subject to processing fees associated with the cost of locating and preparing the requested records. Fee amounts may be dependent on the scope of your request and the volume of records sought. In applicable cases, these fees must be paid BEFORE your request can be fulfilled. The Benewah County Fee Schedule can be found by contacting the BOCC Clerk or at www.benewahcountyid.gov/

If you are requesting copies of emails or records of the Benewah County Sheriff's Office, please also fill out the appropriate addendum located at the bottom of this form. Law Enforcement investigatory records related to matters currently under investigation or prosecution CANNOT be disclosed pursuant to I.C. §74-124. If you are a defendant in a criminal case, please refer to applicable rules of discovery for obtaining evidence.

I am requesting to copy or examine certain records of (the) Benewah County, which may be identified as follows:

Which department is this request intended for? _____ [Name of Dept.]

The records requested pertain to the following date(s): From _____ [MM/DD/YYYY] to _____ [MM/DD/YYYY]

This request involves records related to a minor under 18 years of age:	☐ Yes ☐ No
This request is a follow up to a request which was previously submitted to this agency:	☐ Yes ☐ No
This request will be used to obtain or create a mailing or telephone list:	☐ Yes ☐ No
I have submitted this same request or a similar request to another Benewah County Department:	☐ Yes ☐ No

I attest and affirm under penalty of perjury pursuant to the laws of the state of Idaho that the above information is true and accurate (I.C. §74-102).

Signature of Requesting Party: _____

Department Information

The County is comprised of nine Elected Officials who direct operations of multiple departments. Records request completion may require input from more than one department. This form is for general records requests related to County functions. While not an exhaustive list, some of the most common requests and the primary department associations are as follows:

County Clerk/Auditor: clerk@benewahcountyid.gov Elections, Financial/Audit Records, Meeting Minutes, Tort Claims; Human Resources, County Administration, Technology, Public Meetings/Audio Recordings, Contracts/Board Action, Community Development (Permits, Ordinances, Land Use, Planning and Zoning)

Treasurer: taxoffice@benewahcountyid.gov Property Taxes, Public Administration, County Investments, Transaction Documentation/Checks

Assessor: assessor@benewahcountyid.gov Property Records, GIS Mapping, Property Profiles

Sheriff /911: sheriff@benewahcountyid.gov Investigatory Reports, Sheriff Responses, Dispatch Logs, Dispatch Audio

E-mail Request Addendum

Please fill out this addendum if you are requesting e-mails. Filling out this addendum will allow County staff to find the e-mail(s) most responsive to your request in a timely manner. To improve search accuracy, you should provide the e-mail addresses to be included in the search.

Note: County employee e-mail addresses typically follow the format of first initial and last name followed by @benewahcountyid.gov.

Example: Joe Doe = jdoe@benewahcountyid.gov

E-mail Addresses:

List any keywords (including names) that you desire the records custodian to search for.

Key Words:

Law Enforcement Addendum

Please fill out this addendum if you are requesting Benewah County Sheriff's Office Records. Filling out this addendum will allow County staff to find the e-mail(s), records, or information most responsive to your request in a timely manner.

Name(s) of Involved Parties:

BCSO Incident Report No: _____

Requesting: ☐ Reports ☐ 911 Calls ☐ Other: _____

Date and Time of Incident: _____ [MM/DD/YYYY]

Date and Time of Incarceration: _____ [MM/DD/YYYY]

Address/Location of Incident: _____

Response

☐ **Request Granted:**

☐ The requested record is attached.

☐ **Advance Payment Required:** Advance payment of the cost associated with responding to your request is required. Please contact (the) Benewah County _____ to discuss the amount and manner of the advance payment.

☐ **Notice of Denial:** The requested record is exempt from disclosure pursuant to Idaho Code §74-_____ (104-111).

☐ **Notice of Partial Denial:** Your request has been partially denied. Certain information has been determined to be exempt from disclosure pursuant to Idaho Code §74-_____ (104-111), and has therefore been redacted from the requested record. A copy of the requested record with the exempt information redacted is attached.

☐ **Response Delayed:**

☐ Additional time is necessary to locate or retrieve the requested record. You should receive a response within ten (10) working days for residents or thirty-five (35) days for non-residents following the date of your request.

☐ The electronic records requested will have to be converted to *another* electronic format, which will take more than ten (10) working days for residents or thirty-five (35) days for non-residents following the date of your request to respond. The responsible Benewah County Department will contact you to discuss when you can expect to receive a response.

☐ **Unable to Respond for One or More of the Following Reasons:**

☐ The request is ambiguous. Please provide additional information to clarify your request.

☐ The requested records are not known to exist, or this office or department is not the custodian of the requested record.

If your request was denied, an attorney for Benewah County has reviewed the request, or the records custodian has had the opportunity to consult with an attorney regarding the request and has chosen not to do so. If you wish to appeal the denial or partial denial of your request, you may do so pursuant to I.C. §74-115, which requires a petition be filed in the District Court within 180 days from the date of mailing of the notice of denial.

Signature of Responding Official/Custodian

Date