



Ada County Highway District – Public Records Request Form

Idaho Code 9-339 and ACHD Policy 2023.3 provide the public the opportunity to review or copy public documents. In order to best serve the public and expeditiously process your request for public records, all requests to examine or copy public records **MUST BE MADE IN WRITING**. Please complete this form. All applicable fees may be required prior to receipt of record(s). We will acknowledge and grant or deny this request within three (3) business days, and we will provide the public records within ten (10) business days. Business days are Monday – Friday, 8:00 a.m. to 4:30 p.m. All requests received after normal business hours (excluding holidays) shall be deemed received the next business day. Note: Records released pursuant to this request are not warranted as to completeness or accuracy. The information provided represents the disclosable information available under Idaho Code Title 9, Chapter 3 and the ACHD Policy Manual 2023.3. Additional records may present a more accurate representation of a given situation.

Date: _____/_____/_____

PLEASE TYPE OR PRINT LEGIBLY

Name: _____
First Name Last Name

Company (if applicable): _____

Address: _____
Street City State Zip

Phone: (_____) _____ - _____ Fax: (_____) _____ - _____

Signature: _____ Email: _____

Public Records Request:

<p style="text-align: center;">Legal Department Review:</p> <hr/> <p>Steven B. Price Date</p> <hr/> <p>Scott D. Spears Date</p> <hr/> <p>Paul A. Boice Date</p>	<p style="text-align: center;">Staff Use Only:</p> <p>Request Completed By: _____</p> <p>Completion Date: _____</p> <p>Requestor Contacted: _____</p> <p>Notification by: <input type="checkbox"/> U.S. Mail <input type="checkbox"/> Fax <input type="checkbox"/> Email <input type="checkbox"/> Phone</p> <p>Request Picked Up By: _____</p> <p>Date Request Picked Up: _____</p>	<p style="text-align: center;">Copying Fees: Pursuant to I.C. § 9-338(10)</p> <p>First 100 Copies = FREE</p> <p>First 2 Hrs Labor = FREE</p> <p>_____ x \$.09 = \$ _____</p> <p># Pages (101+ Copies)</p> <p>_____ x \$1.00 = \$ _____</p> <p># Pages (Plan Sheets)</p> <p>_____ x \$5.00 = \$ _____</p> <p># Tapes/CDs/DVDs</p> <p>_____ x \$ _____ = \$ _____</p> <p># Labor Hrs/Rate (after first 2 hours)</p> <p>TOTAL COST = \$ _____</p>
---	--	---

Ada County Highway District • 3775 Adams Street, Garden City, ID 83714 • Voice (208) 387-6100 • Fax (208) 345-7650