CASSIA COUNTY 1459 Overland Ave., Bu

1459 Overland Ave., Burley	y, ID 83318	Date Received
REQUEST FOR PUBLIC I	RECORDS	Received by
		☐ Mailed ☐ Faxed ☐ Walked In
I hereby request, pursuant to Idaho Code § 74	102	Payment received for (1) copy each
☐ these records specifically pertain to	myself; or,	ofdocuments.
\square to examine the following record(s);	or,	Amount Received:
\square a copy of the following record(s).		Receipt Number:
CLEAR DESCRIPTION OF RECORD(S) S	OUGHT:	
PLEASE PRINT CLEARLY	Date of Reque	st
Name:		
Address:		
City:	State:	Zip:
Email Address:		
Day Time Phone Number:]	Fax Number:
Signature		
I acknowledge by my signature that the record	•	•
or telephone list as s	set forth in Idaho	o Code § 74-102.
TO BE COMPLETED BY THE CUSTODIAN	OF RECORD	S):
1. ☐ Your request has been approved. See atta arrange a time to examine the records. (<i>This records not located or deemed exempt.</i>)	may be a partial	
•		Total Cost
2. It has been determined that additional time requested. Said records shall be available or Further information will be provided regarding.	ne is required to 1	ocate or retrieve the records you have
 Your request has been denied as following reason. 	g records are ex	empt from public disclosure for the stated <u>Idaho Code Section</u>
4. ☐ The attorney for the entity has reviewed	your request and	I this response.
NOTICE: PURSUANT TO IDAHO CODE § 74-115 Y PETITION IN STATE DISTRICT COURT IN THE C		
Custodian:		
Department:	Tele	ephone:

OFFICE USE ONLY

Pursuant to Resolution No. 2021-019, executed by the Board of Commissioners for Cassia County on the 2nd day of November, 2021, the Board hereby designates the following custodians for public records in Cassia County:

Nature and Type of Record	Designated Custodian			
Assessor's Office Records Motor Vehicle Records	Assessor	Phone: Fax:	208-878-3540 208-878-1014	
Court Records Auditor Records County Vehicle Titles Recorder Records Personnel Files Elections Medical Indigency	Clerk, Auditor, Recorder	Phone:	208-878-1004	
Unemployment Claims Worker Compensation Claims		Fax:	208-878-8825	
Commissioner Records Commissioner Resolutions Ordinances	Clerk of the Board of Comm		208-878-1004 208-878-8825	
Coroner Reports and Records	Coroner	Phone:	208-431-0119	
Extension Office Records	Extension Agent	Phone: Fax:	208-878-4043 208-878-7832	
Fair Records and Reports and Contractions	Fair Board Secretary	Phone: Fax:	208-678-9150 208-678-6312	
Information Technology Records	I.T. Administrator	Phone:	208-878-1235	
Law Enforcement Records and Reports Jail Records and Reports	Sheriff	Phone: Fax:	208-878-1002 208-878-4475	
Prosecution Office Files, Records, Reports	Prosecutor	Phone: Fax:	208-878-0419 208-878-2924	
Public Defender Files, Records, Reports	Chief Public Defender	Phone: Fax:	208-878-6801 208-878-3483	
Risk Management Records Tort Claim Files Files of Claims by or against the County	Risk Manager	Phone: Fax:	208-878-7302 208-878-3510	
Treasurer Office Records and Reports Tax Collector Records and Reports Public Administration Records	Treasurer	Phone: Fax:	208-878-7202 208-878-1012	
Weed and Pest Records and Reports	Weed Supervisor		208-878-4043 08-878-7862	
Zoning and Building Records, Reports, Files Planning and Zoning Files Planning and Zoning Resolutions Flood Plain and Flood Management Matters	Zoning Administrator	Phone: Fax:	208-878-7302 208-878-3510	