



**Garden City Urban Renewal Agency (GCURA)**  
6015 Glenwood Street, Garden City, Idaho 83714  
208.472.2900 • FAX 208.472.2996 • [info@gcura.org](mailto:info@gcura.org)

**Public Records Request Form**

Your request for public records pursuant to Chapter 1, Title 74, Idaho Code will be processed within three (3) working days of the date of receipt of the request. If it is determined by GCURA staff that a longer period of time is needed to locate or retrieve the public records, GCURA shall notify the requester in writing and shall provide the requested public records to the requester no later than ten (10) working days following the date of the request. Requests for copies exceeding 100 pages will be subject to certain fees pursuant to Idaho Code § 74-102(10) and the Agency copying fee schedule. Staff and attorney time associated with responding to this Request exceeding two (2) person hours will be charged pursuant to Idaho Code § 74-102(10). Pursuant to Idaho Code § 74-102(12) advance payment of estimated fees is required before the request will be processed. Any portion of an advance payment in excess of the actual costs of labor and copying incurred by GCURA in responding to the request shall be returned to the requester. All fees must be paid in full before the records are released.

**PLEASE COMPLETE THE FOLLOWING INFORMATION:**

Print Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
Street City State Zip

Email Address: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**By signing above, I agree to the following:**

1. The records sought by this request will not be used for a mailing list, telephone list, or for any solicitation.
2. Examination of records must occur during regular office hours of Tuesday & Thursday 10:00am - 3:00pm, or by appointment, for which labor costs may be charged.
3. Advance payment of estimated fees for copying and labor subject to Idaho Code § 74-102(12) is required before the request will be processed. All costs associated with every request must be paid in advance prior to any records being released.

**Describe Requested Information:**

(Note: Please be VERY specific, this may help reduce request completion time)

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**INTERNAL USE ONLY**

Date Rec'd \_\_\_\_\_ By \_\_\_\_\_

Completed By \_\_\_\_\_

Requester Notified On \_\_\_\_\_

Request Picked Up On \_\_\_\_\_

Request Denied Because \_\_\_\_\_

Approval or Denial \_\_\_\_\_

**COPY & STAFF WORK TIME FEES**

**Copying**

Pursuant to I.C. § 74-102 & Agency Copying fee schedule

# Pages Copied > 100 (\$.10 b/w/\$.10 color/per page)

\_\_\_\_\_ x \_\_\_\_\_ = \$ \_\_\_\_\_  
 Pages Copied      Rate              Fee

**Alternate Medium:** Required or requested use of a data medium such as a CD or thumb drive, will require a charge equal to the cost of such medium

**Staff and/or Attorney Time**

Time incurred > first two (2) hours

\$ \_\_\_\_\_/per hour  
 Hourly Rate of Staff and/or Attorney Completing Request

\_\_\_\_\_ x \_\_\_\_\_ = \$ \_\_\_\_\_  
 #Hours Worked      Rate              Fee

## **Garden City Urban Renewal Agency (GCURA) Public Records Request Policy**

*Adopted by Board of GCURA Commissioners August 19, 2019*

1. Pursuant to Idaho Code § 74-102(4), persons requesting copies of GCURA's public records are required to submit the request in writing on the appropriate GCURA form.
2. Copying fees when the request is for more than one hundred (100) pages of paper records is \$.01/per page (black & white)/\$.06/per page color.
3. Actual labor costs (staff and/or attorney time) associated with locating and copying documents will accrue after two (2) person hours. Labor (staff and/or attorney time) will be charged at the rate allowed pursuant to Idaho Code § 74-102(10)(e).
4. Pursuant to Idaho Code § 74-102(12) advance payment of estimated fees is required before the request will be processed. Any portion of an advance payment in excess of the actual costs of labor and copying incurred by GCURA in responding to the request shall be returned to the requester. All fees must be paid in full before the records are released.
5. For providing a copy of a computer disc, microfilm, tape recording, or analogous record system containing public record information, GCURA shall charge a fee that does not exceed the sum of the following: 1) GCURA's direct cost of copying the information in that form; 2) the standard cost, if any, for selling the same information in the form of a publication; and 3) GCURA's cost of conversion, or the cost of conversion charged by a third party, if the existing electronic record is converted to another electronic form.
6. GCURA may provide a copy of the public record in electronic format. When copies of records are mailed or faxed at the request of the person seeking such records, the person shall pay the cost of mailing or faxing pursuant to Idaho Code § 74-102(8).

NOTE: Records released pursuant to this request are not warranted as to completeness or accuracy. The information provided represents only information which may be disclosed pursuant to Chapter 1, Title 74, Idaho Code. Additional records from other sources may present a more accurate representation of a given situation.