

**KOOTENAI COUNTY SHERIFF'S DEPARTMENT  
PUBLIC RECORDS REQUEST FORM**

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

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

I am requesting to copy or to examine certain records of the Kootenai County Sheriff's Department which may be identified as follows:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

.....  
**Response**

**[ ] Request granted.**

The requested record is attached to this response (include Report No. or other descriptive information).

**[ ] Response delayed.**

Additional time is necessary to locate or retrieve the requested public records. You should have a response no later than 10 working days following the date of your request.

**[ ] Request denied.**

Your request for a record(s) of Kootenai County Sheriff's Department has been denied for one or more of the following reasons:

**[ ] Documents not known to exist.**

**[ ] The Kootenai County Sheriff's Department is not the custodian of the requested record.**

**[ ] The requested record is exempt from disclosure pursuant to Idaho Code § 9-340.**

**[ ] Notice of partial denial.**

**[ ] Your request for a record of the Kootenai County Sheriff's Department has been partially denied. Certain information has been determined to be exempt from disclosure pursuant to Idaho Code § 9-340 and has therefore been deleted from the requested record. A copy of the requested record with certain information deleted is attached.**

If your request has been denied or partially denied, the attorney for the Kootenai County Sheriff's Department has reviewed the request, or the Kootenai County Sheriff's Department has had the opportunity to consult with an attorney regarding the request for examination or copying of a record and has chosen not to do so. If you wish to appeal the denial or partial denial of your request for public records, you may do so pursuant to the provisions of Idaho Code § 9-343 which requires that a petition be filed in the District Court within 180 days from the date of the mailing of the notice of denial or partial denial.