



Idaho State Board of Education

PUBLIC RECORD REQUEST FORM

Please provide a description of records requested and any additional information which may assist us to provide you with the records that you are interested in receiving. There may be a charge for copies if over 100 pages or a charge if records require redaction to remove information exempt from disclosure under the Idaho Public Record Law.

Your contact information:

Name: _____

Street Address, City, State and Zip Code: _____

Telephone Number: _____

Email: _____

Within 3 business days of receipt of your written public record request, the Office of the Idaho State Board of Education will either:

1. Provide the information requested.
2. Acknowledge receipt of your request and indicate that a longer period of time is needed to locate or retrieve the records, but provide them to you no later than ten (10) working days following your request.
3. Deny your request.

Please return this form to:

Mike Keckler, Communications Officer
 Office of the State Board of Education
 P.O. Box 83720
 Boise, Idaho 83720-0037
 Phone: 208-332-1591 Fax: 208-334-2632
Mike.Keckler@osbe.idaho.gov

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- Idaho Public Record Law: Idaho Code, Sections, 74-101 through 74-126
 - Idaho Attorney General Idaho Public Records Law Manual:
<https://www.ag.idaho.gov/content/uploads/2018/04/PublicRecordsLaw.pdf>

