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## **PUBLIC RECORDS REQUEST FORM**

**Describe the records you are requesting.** Include any information that could assist us to determine whether the Board has records responsive to your request.

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**Please provide your contact information:**

Your full name: \_\_\_\_\_

Street address: \_\_\_\_\_

City, State and Zip Code: \_\_\_\_\_

Telephone number: \_\_\_\_\_

Email address: \_\_\_\_\_

**Please check one:**

☐ I am a resident of the State of Idaho.

☐ I am not a resident of Idaho.

Submission of this form is your confirmation and agreement that you will not use any public records received to create a mailing list, and that you may be required to pay reasonable fees for the records under any of the following circumstances:

1. the records consist of 100 or more pages;
2. the records will require more than two hours to retrieve; or
3. redaction is required to remove information exempt from disclosure under the Idaho Public Records Law.

Signature of requesting person: \_\_\_\_\_

Please return the first page of this form to:

External Affairs and Strategy Officer  
Office of the State Board of Education  
P.O. Box 83702  
Boise, Idaho 83720-0037  
Phone: 208-332-1582  
[PublicRecordsRequests@edu.idaho.gov](mailto:PublicRecordsRequests@edu.idaho.gov)

**For Idaho residents**, within three (3) business days of our receipt of your written public records request, the Office of the State Board of Education will either:

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

**For non-Idaho residents**, the Office of the State Board of Education will respond to your request within 30 calendar days of receipt. Unless your request is denied, the Office of the State Board of Education will provide responsive documents within 45 days of receipt of your request.

Here is some helpful information about public records requests in Idaho:

- Idaho's Public Records Act:  
<https://legislature.idaho.gov/statutesrules/idstat/title74/t74ch1/>
- Idaho Office of the Attorney General Idaho Public Records Law Manual:  
<https://www.ag.idaho.gov/content/uploads/2022/01/PublicRecordsLawManual.pdf>