



City Clerk's Office  
 411 Blaine Street  
 Caldwell, ID 83605  
 Phone: (208) 455-4656  
 Fax: (208) 455-3003

## Request for Public Records

The City of Caldwell complies with the Idaho Public Records Act (Idaho Code 9-337 to 9-348) regarding appropriate time limitations for public record requests. By law, information gained through this request cannot be used for the purpose of compiling a mailing list or telephone list without obtaining permission from each individual.

<b>Name</b>		<b>Time</b>	<b>Date</b>
<b>Street Address</b>		<b>Fax</b>	
<b>City</b>	<b>State</b>	<b>Phone</b>	
<b>Signature</b>		<b>E-mail</b>	
<p><b>Information Requested:</b> (Please be as detailed as possible)          I request to examine <input type="checkbox"/> or copy <input type="checkbox"/> the following records:</p>			
<p><b>Results/Findings:</b> (Office use only)</p>			
<b>Verbal Response</b>	<b>Number of Pages</b>	<b>Date Finished</b>	<b>Time Required</b>
<b>City Attorney Approval/Comments:</b>			
<b>Staff Providing Information:</b>		<b>Staff Comments:</b>	
<b>Information delivered by:</b>	<b>E-mail</b>	<b>Fax</b>	<b>Requestor Pick Up</b>

