

Spirit Lake Police Department | Public Records Request Form

Name: _____ Date: _____

Mailing Address: _____

Daytime Phone Number: _____

I am requesting to copy or examine certain records of the Spirit Lake Police Department which may be identified as follows: _____

These records specifically pertain to myself I wish to merely examine these records I wish to copy these records

Signature: _____

I acknowledge by my signature that the records sought by this request will not be used for a mailing list or telephone list as set forth in Idaho Code §74-120

RESPONSE

Request Granted

The requested record is attached to this response (include report # and 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) from the Spirit Lake Police Department has been denied for one or more of the following reasons:

Documents not known to exist

The Spirit Lake Police Department is not the custodian of the requested record

The requested record is exempt from disclosure pursuant to provisions within Idaho Code § 74: Public Records Act

Notice of Partial Denial

Your request for a record of the Spirit Lake Police Department has been partially denied. Certain information has been determined to be exempt from disclosure pursuant to provisions within Idaho Code § 74: Public Records Act, and has therefore been deleted from the requested record sent. A copy of the requested record with certain information deleted is attached.

Title: _____ Signature: _____ Date: _____

If your records request has been denied or partially denied, the attorney for Spirit Lake Police Department has reviewed the request or the Spirit Lake Police 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 for your request for public records, you may do so pursuant to the provisions of Idaho Code §74-115.