



# REQUEST FOR INFORMATION

Name of person requesting information: \_\_\_\_\_ Date \_\_\_\_\_

Address: \_\_\_\_\_ Daytime Phone: \_\_\_\_\_

Mail Request     Call for Pick-up    Special Instructions: \_\_\_\_\_

So that staff may accurately provide the information you are requesting, please describe, in detail, the nature of the document(s) or information you wish to obtain in the space below:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

According to the Idaho Public Records Act, a fee may be charged for copies reproduced. The City has established fees to be charged when more than ten (10) sheets or copies of public documents are requested and an actual labor cost fee when the request is more than 100 pages, includes records from which non-public information must be deleted, or the actual labor associated with locating and copying the documents exceeds two (2) person hours. Please refer to City of Lewiston Administrative Policy 2004-01 for actual costs.

## FOR STAFF USE ONLY

Date Request Received _____	Department or Division Manager Review _____	Date _____
Staff member assigned to process request: _____	Completed: _____	
CHARGES FOR COPIES: _____ pages @ \$_____ per page.		LABOR (exceeding 2 hours): _____ TAX: \$_____
<b>TOTAL AMOUNT DUE: \$_____</b>		
Deliver Date: _____	Staff Signature: _____	

Lewiston City Clerk  
P.O. Box 617  
1134 "F" Street  
Lewiston, ID 83501

Phone: 208-746-3671, ext. 203  
Fax: 208-746-1907  
kkuchmak@cityoflewiston.org

## CHARGES FOR COPIES MADE OF CITY DOCUMENTS

COST	# OF COPIES MADE	UNIT PRICE	COPY SIZE / DOCUMENT TYPE
		.10	8 ½ x 11 Single Side
		.15	8 ½ x 11 Double side
		.14	8 ½ x 14 Single Side
		.28	8 ½ x 14 Double Side
		.18	11 x 17 Single Side
		.36	11 x 17 Double Side
			Fully burdened labor cost (rate per hour) <sup>1</sup>
		.10	Fax for local number per page
		.25	Fax for long distance number per page
		\$1.00	8 1/2 X 11 Color Map Print
		\$2.00	11X17 Color Map Print
		\$7.00	Large Aerial Photo (B&W) 24X36 & larger
		\$11.00	Large Aerial Photo (Color) 24X36 & larger
		\$5.00	Small Aerial Photo (B&W) Less than 24X36
		\$9.00	Small Aerial Photo (Color) Less than 24X36
		\$6.00	Zoning Map
		\$6.00	600' Map
		\$3.00	1200' Map
		\$2.00	Large Document Copies \$2.00 first, \$1.00 each additional
		\$1.00	
		\$5.00	Mylar Copies
		\$10.00	City Standards <i>(Add Nm &amp; Add. to Stnds Hldrs List)</i>
			Subtotal
		X 6.5%	<i>Idaho Sales Tax of 6.5% to be applied to total.</i>
			<b>Total Due</b>

<sup>1</sup>)When request is for more than 100 pages of paper records; nonpublic information must be deleted from request; or actual labor associated with locating and copying documents for a request exceeds two (2) person hours.

Receipt to Account #: \_\_\_\_\_ Printing, Plots & Copies