Click here to Clear Form

CASSIA COUNTY
1459 Overland Ave., Burley, ID 83318

REQUEST FOR PUBLIC RECORDS

OFFICE USE ONLY

Date Received _____

Received by _____

☐ Mailed ☐ Faxed ☐ Walked In

Payment received for (1) copy each of_____ documents.

Amount Received:_____

Receipt Number:_____

I hereby request, pursuant to Idaho Code § 74-102

- ☐ these records specifically pertain to myself; or,
- ☐ to examine the following record(s); or,
- ☐ a copy of the following record(s).

CLEAR DESCRIPTION OF RECORD(S) SOUGHT: _____

_____

_____

PLEASE PRINT CLEARLY Date of Request _____

Name: _____

Address: _____

City:_____ State:_____ Zip:_____

Email Address:_____

Day Time Phone Number:_____ Fax Number:_____

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 § 74-102.

TO BE COMPLETED BY THE CUSTODIAN OF RECORD(S):

1. ☐ Your request has been approved. See attached documents or please contact the undersigned to arrange a time to examine the records. *(This may be a partial approval. See items 2 or 3 regarding records not located or deemed exempt.)* _____ Number of Copies Provided

   $_____ Total Cost

2. ☐ It has been determined that additional time is required to locate or retrieve the records you have requested. Said records shall be available on _____, or
   Further information will be provided regarding your request. *(No longer than 10 days from request.)*

3. ☐ Your request has been denied as following records are exempt from public disclosure for the stated reason.

   Idaho Code Section

   _____ _____

   _____ _____

   _____ _____

4. ☐ The attorney for the entity has reviewed your request and this response.

NOTICE: PURSUANT TO IDAHO CODE § 74-115 YOU HAVE 180 DAYS TO APPEAL THIS DECISION BY FILING A PETITION IN STATE DISTRICT COURT IN THE COUNTY WHERE ALL OR PART OF THE RECORDS ARE LOCATED.

Custodian:_____

Department: _____ Telephone: _____

Pursuant to Resolution No. 2021-019, executed by the Board of Commissioners for Cassia County on the 2nd day of November, 2021, the Board hereby designates the following custodians for public records in Cassia County:

Nature and Type of Record	**Designated Custodian**	
Assessor's Office Records Motor Vehicle Records	Assessor	Phone: 208-878-3540 Fax: 208-878-1014
	County Clerk	
Court Records	(Courts)	court@cassia.idcourts.gov
Budget and Audit Records Personnel Files Unemployment Records Worker Compensation Records Unclaimed Property Records	(Auditor)	cassiaauditors@cassia.gov
Recorder Records Alcoholic Beverage License Records Junior College Out-of-District Records	(Recorder)	recorder@cassia.gov
Election Records	(Elections)	elections@cassia.gov
Commissioner Records County Resolution Records County Ordinance Records	(Clerk of the Board of Commissioners)	cassiaclerk@cassia.gov
Coroner Reports and Records	Coroner	Phone: 208-431-0119
Extension Office Records	Extension Agent	Phone: 208-878-4043 Fax: 208-878-7832
Fair Records and Reports and Contractions	Fair Board Secretary	Phone: 208-678-9150 Fax: 208-678-6312
Information Technology Records	I.T. Administrator	Phone: 208-878-1235
Law Enforcement Records and Reports Jail Records and Reports	Sheriff	Phone: 208-878-1002 Fax: 208-878-4475
Prosecution Office Files, Records, Reports	Prosecutor	Phone: 208-878-0419 Fax: 208-878-2924
Public Defender Files, Records, Reports	Chief Public Defender	Phone: 208-878-6801 Fax: 208-878-3483
Risk Management Records Tort Claim Files Files of Claims by or against the County	Risk Manager	Phone: 208-878-7302 Fax: 208-878-3510
Treasurer Office Records and Reports Tax Collector Records and Reports Public Administration Records	Treasurer	Phone: 208-878-7202 Fax: 208-878-1012
Weed and Pest Records and Reports	Weed Supervisor	Phone: 208-878-4043 Fax: 208-878-7862
Zoning and Building Records, Reports, Files Planning and Zoning Files Planning and Zoning Resolutions Flood Plain and Flood Management Matters	Zoning Administrator	Phone: 208-878-7302 Fax: 208-878-3510