



Community Planning Association of Southwest Idaho

REQUEST TO EXAMINE AND/OR COPY PUBLIC RECORDS

Date:	
Name of Person Submitting Request:	
Business Name, Affiliation, or Representation:	
Telephone (including area code):	Fax (including area code):
E-mail:	
Complete Mailing Address:	
Description of Public Records requested for disclosure:	
Signature of Requestor:	
Send Completed form to: Megan Larsen Director of Operations Community Planning Association of Southwest Idaho 700 NE 2nd Street, Ste 200 Meridian, ID 83642 P 208-475-2228 F 208-855-2559 Email mlarsen@compassidaho.org	

Idaho State Code exempts certain documents from public disclosure.

If the public records you are seeking to examine or copy are exempt for disclosure you will be notified.

Idaho state law prohibits use of disclosed information as a mailing list. Violations are subject to civil penalties of up to \$1000 (I.C. 9-348).

Per the [Idaho Public Records Act](#), COMPASS may charge fees to recover actual labor and copying costs if in exceedance of 2 hours or 100 pages. COMPASS will contact the requestor prior to exceeding these thresholds.