

RIGBY POLICE DEPARTMENT



173 E Main Street, Suite 1
Rigby, Idaho 83442
Phone: (208) 745-1951
Fax: (208) 745-1949

PUBLIC RECORDS REQUEST FORM

Rigby Police Department will produce records in accordance with the Idaho Public Records Act, subject to appropriate exemptions. The requesting party is hereby notified as follows:

- Rigby Police is only required to produce records in existence, not create records or answer questions (Idaho Code 74-102 and 74-101(13))
- Unless otherwise notified, Rigby Police will approve or deny requests within 3 working days of receipt (Idaho Code 74-103)
- Once Rigby Police contacts you, you will have 5 working days to retrieve your information
- Requests for information on behalf of a criminal defendant for an open/pending case, must be sought through discovery in the criminal case, not through this public records request (Idaho code 74-115(3))
- If your request is denied in whole or in part for any reason below, you have the right to appeal any denial to the 7th district Judicial Court within 180 days of the date of the denial (Idaho Code 74-115)

Requestor Information

NAME _____ DL# _____

COMPANY _____

PHONE#(s) _____ E-MAIL: _____ FAX: _____

MAILING ADDRESS: _____

CITY _____ STATE _____ ZIP _____

Requested Records

I hereby request, pursuant to Idaho Code 74-102, to examine and/or obtain copies of the following public records:

INCIDENT NUMBER _____ DATE OF INCIDENT _____

PARTIES INVOLVED _____

LOCATION _____

ADDITIONAL DETAILS OF REQUEST: _____

I acknowledge that requests for videos, photos, and/or requests exceeding 20 pages may be subject to processing fees.

SIGNATURE OF REQUESTOR: _____ DATE: _____

DO NOT WRITE -- Department Use Only

The attorney for the Rigby Police Department has reviewed this request, per Idaho Code 74-103(4). The Rigby Police Department has determined that your request is:

____ Granted with no redactions

____ Granted with redactions per Idaho Code 74-106(28) and/or Idaho Code 74-123(3)

____ Denied pursuant to Idaho Code 74-_____ and Idaho Code 74-_____

____ Granted as to _____ and denied as to _____ pursuant to Idaho Code 74-_____

Date released: _____ Delivery method: _____ Fees charged: _____

RECORDS CUSTODIAN SIGNATURE: _____

NOTES: _____