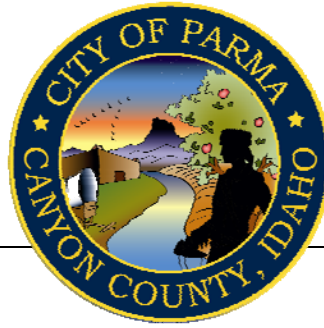


*City of Parma*



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**PUBLIC RECORDS ACCESS/RESEARCH REQUEST**

Idaho Public Records Act – Idaho Code 9-348 allows three (3) working days to fill this request

NAME \_\_\_\_\_ DATE OF REQUEST \_\_\_\_\_

ADDRESS \_\_\_\_\_  
Street City/State Zip

PHONE \_\_\_\_\_ E-MAIL \_\_\_\_\_ FAX \_\_\_\_\_

Format (if available) for requested information \_\_\_\_ Paper \_\_\_\_ CD \_\_\_\_ DVD  
\_\_\_\_ Excel \_\_\_\_ Word \_\_\_\_ Acrobat File  
(pdf)

**DESCRIPTION OF INFORMATION REQUESTED (Please be specific)**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

SIGNATURE OF REQUESTOR \_\_\_\_\_

\*\*\*\*\*  
**RESULTS/FINDINGS (OFFICE USE ONLY)**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Documents: Copies \_\_\_\_\_ Faxed \_\_\_\_\_ E-Mailed \_\_\_\_\_ # of Pages \_\_\_\_\_ Cost of Copies \_\_\_\_\_

Time Required to Complete Request \_\_\_\_\_ Date Finished \_\_\_\_\_ Staff Providing Information \_\_\_\_\_