

Public Records Request — Your Rights & How to Submit

Every person has the right to examine and copy any City of Grangeville public record. All public records are open for inspection except as expressly provided by statute. The City processes all requests under the Idaho Public Records Act, Idaho Code §§ 74-101 through 74-126.

How to Submit a Request

Use any of the following methods:

- **Online:** grangeville.us/public-records-request
- **Email:** tkennedy@grangeville.us (City Clerk) • grangevillepd1@grangeville.us (Police records)
- **Mail or in person:** 225 W. North Street, Grangeville, ID 83530 — Monday–Friday, 8:00 AM – 5:00 PM
- **Fax:** (208) 983-2336

Response Times & Fees

	Idaho Resident	Non-Resident
Initial response	3 working days	21 days
Free staff time	First 2 hours	Fees from first hour
Free copies	First 100 pages	Fees from first page

If fees are anticipated, you will receive a written estimate before work begins. Payment is required before records are distributed. See Idaho Code § 74-102(10) for the complete fee schedule.

Police Records — Additional Restrictions

Crash reports, incident reports, and other Grangeville Police Department records require a separate Police Records Request form. Records related to open or ongoing investigations, law enforcement investigative techniques, and information that could jeopardize a fair trial may be exempt from disclosure under Idaho Code §§ 74-105 and 74-124.

Key Definitions

Public record	Any writing containing information relating to the conduct or administration of the public's business, prepared, owned, used, or retained by a state or local agency, regardless of physical form. <i>Idaho Code § 74-101(13)</i>
Writing	Includes handwriting, typewriting, printing, photographing, and every means of recording, including letters, words, pictures, sounds, symbols, papers, maps, tapes, films, and electronic documents. <i>Idaho Code § 74-101(18)</i>
Resident	A natural person domiciled in Idaho for at least 30 continuous days, or a domestic entity registered under Idaho Code § 30-21-102. Does not include a workplace, vacation, or part-time residence, or full-time students who are residents of another state. <i>Idaho Code § 74-101(15)</i>
Custodian	The person having personal custody and control of the public records in question. <i>Idaho Code § 74-101(3)</i>
Inspect	The right to listen, view, and make notes of public records, as long as the record is not altered or damaged. <i>Idaho Code § 74-101(6)</i>
Copy	Transcribing by handwriting, photocopying, or reproducing by any other means, as long as the record is not altered or damaged. <i>Idaho Code § 74-101(2)</i>
Law enforcement exemption	Investigatory records compiled for law enforcement purposes are exempt from disclosure to the extent disclosure would interfere with enforcement proceedings, deprive a person of a fair trial, invade personal privacy, disclose a confidential source or investigative techniques, or endanger law enforcement personnel. <i>Idaho Code § 74-124</i>
Appeal of denial	A person whose request is denied may petition the district court for review. The petition must be filed within 180 days of the date the denial letter is mailed. <i>Idaho Code § 74-115</i>



Grangeville Police Department
Public Records Request

Important: Police records are subject to additional restrictions. Records related to open or ongoing investigations, law enforcement investigative techniques, and information that could jeopardize a person's right to a fair trial may be exempt from disclosure under Idaho Code §§ 74-105 and 74-124.

Submit: Email grangevillepd1@grangeville.us • Fax (208) 983-2853 • Mail or in person: 225 W. North Street, Grangeville, ID 83530 • Idaho residents: response within 3 working days (up to 10). Non-residents: 21 days (up to 35)

Contact Information

First Name	M.I.	Last Name
Company / Organization (if applicable)		Relationship to Incident
Email Address	Phone Number	
Fax Number (if requesting fax delivery)	Delivery Method: Email: ☐ Mail: ☐ Pick up: ☐	
Mailing Address		
City	State	Zip

Are you an Idaho Resident?

☐ Yes ☐ No

If yes: I hereby certify, under oath per Idaho Code § 74-102(4), that I have been domiciled in Idaho for at least 30 continuous days and am not a full-time student resident of another state. Domicile does not include a workplace, vacation, or part-time residence.

Residency affects deadlines and fees. Idaho residents: 3 working days. Non-residents: 21 days.

Incident Information

Date of Incident	Police Report Number (if known)
Location of Incident	Type of Incident
Names of parties involved (victims, witnesses, drivers, etc.) – include dates of birth for common names	

Records Requested

☐ Police Report

☐ Other (describe in notes)

Additional notes or special instructions (charges, other details helpful for locating records)

Certification

I certify per Idaho Code § 74-102(5)(b) and § 74-120 that I will not use the records obtained as a mailing list, telephone number list, or for any purpose prohibited by Idaho law.

Signature

Date

FOR OFFICE USE ONLY

Date Received: _____

Received by: _____

No Records Found Letter: ☐

Date sent: _____

Denial Letter: ☐

Date sent: _____

10-Day Letter: ☐

Date sent: _____

Cost Estimate #1: \$ _____

Date Paid: _____

Cost Estimate #2: \$ _____

Date Paid: _____

Cost Estimate #3: \$ _____

Date Paid: _____

Date Released: _____ Email: ☐ Mail: ☐ Pick up: ☐