



Public Records Request

Submit completed form to:

Email: requests@sircomm.com (or)

Fax: (208) 324-1443 (or)

mail to SIRCOMM at P.O. Box 504, Jerome, ID 83338

Members of the public are entitled to inspect or obtain copies of public records during normal business hours, subject to SIRCOMM's security policies, unless the record is exempt from disclosure, as set forth in statute. The Public Records Law only requires disclosure of existing records - there is no obligation under the law to create records in response to a public records request.

Common requests for public records to SIRCOMM include audio recordings and Computer Aided Dispatch (CAD) incident logs. Digital recordings are retained on SIRCOMM's current Stencil Recording System for 365 days. CAD records are retained for the life of the CAD server. As a general matter, these records are disclosable, but may include information that is not. Appropriate redactions may be necessary. NCIC/ILETS/NLETS records are archived through the State system. These records are generally not disclosable by SIRCOMM. Refer to the attached SIRCOMM Public Records Request Fee Schedule for information regarding associated costs authorized under Idaho Code § 74-102.

Pursuant to Idaho Code § 74-102, I hereby request to examine and/or receive copies of the indicated public records (*check all that apply*) pertaining to the incident described:

- Computer Aided Dispatch (CAD) incident log(s)
- Audio recording of 911 phone call
- Audio recording of radio transmissions

Incident Date and Time: _____

Incident Location: _____

Brief synopsis: _____

Check one:

- I wish to set up an appointment to examine the records at the SIRCOMM facility
- I wish to receive copies of the records via email

Or:

- Other records: _____

(example: non-911 records such as meeting minutes)

Requestor Information

Printed name: _____

Email address: _____

Telephone number: _____

Signature & Date: _____

With my signature, I acknowledge that the records sought by this request will not be used for a mailing or telephone list as set forth in Idaho Code § 74-120. I further understand that there may be costs associated with this request.



Public Records Request Fee Schedule

There will be no fees associated with processing a Public Records Request (PRR) if:

- The request results in fewer than one hundred (100) pages of documents.
- Processing the request results in less than two (2) hours of actual labor.

Beyond these conditions, Southern Idaho Regional Communications Center (SIRCOMM) establishes the following fee schedule to recover actual costs associated with processing PRRs pursuant to Idaho Code § 74-102:

Type of work	Fee
Retrieval and/or redaction of archived information, including documents and audio recordings	Labor rate for actual time beyond two (2) hours
Printing, downloading, or scanning black and white copies of more than one hundred (100) pages of documents	.10 per page
Legal review of compiled documents and/or audio recordings	Labor rate for actual time

SIRCOMM may require advance payment of authorized fees. Any portion of advance payment in excess of the actual costs of labor and copying incurred by SIRCOMM in responding to the request will be returned to the requester.

A requester may not file multiple requests for public records solely to avoid payment of fees. SIRCOMM may aggregate multiple related requests for purposes of determining the total fee and charge accordingly.