



## PUBLIC RECORDS REQUEST FORM

Please complete and return this form to Lewis-Clark State College

Email to: [vpfinanceadmin@lcsc.edu](mailto:vpfinanceadmin@lcsc.edu)

500 8<sup>th</sup> Street, Lewiston, ID 83501

### Requester Contact and Delivery Information

Requester Name \_\_\_\_\_ Telephone \_\_\_\_\_

E-mail: \_\_\_\_\_ Business Name (if applicable) \_\_\_\_\_

Address: \_\_\_\_\_

Indicate format in which you would like to receive this information:      Email      Hard Copy

Requests for hard copies of 100 pages or greater will incur a charge of 10 cents per page.

### Detailed Description of Record Requested

Please indicate the subject matter and records being sought, include a specific date range for when the records sought were created, and be as specific as possible.

### Resident Attestation

Please indicate your attestation of residence by checking the Resident or Non-Resident box below. Per Idaho Code Section 74-101, "Resident" means a person whose domicile has been within Idaho continuously for a period of at least thirty (30) days, excluding a full-time student who is a resident of another state, and shall also include a domestic entity as provided in section 30-21-102, Idaho Code. Establishment of residency shall include a spouse and dependent children who reside with that person in the domicile. A domicile shall not be a person's workplace, vacation residence, or part-time residence.

Idaho Resident

Non-Resident

Your signature \_\_\_\_\_ Date Requested \_\_\_\_\_