



Mountain Home Public Library

Public Records Request

Please submit this request to Shasta Hochstrasser, Library Director at the Mountain Home Public Library.
Form may be submitted by fax to (208) 587-6645,
or e-mailed to librarydirector@mountain-home.us

Date of Request: _____ **Time Request Received:** _____

Name: _____

Address: _____ **Zip Code:** _____

Phone: _____ **Fax:** _____ **E-Mail:** _____

Requested Format for Information Paper Electronic: Acrobat file (pdf) Electronic: Excel file

Description of Public Records Requested

Requestor's Signature

Date

For Office Use Only

Verbal Response: _____ Documents Copied: _____ Written Report: _____ Date Finished: _____

Number of Pages: _____ Cost of Copies: _____

Time Required to Complete Report: _____ Staff Providing Information: _____