City of Twin Falls Public Records Request

Requestor Information

Please list your information here. Include your request details in the space provided below.

Requestor First Name * [redacted] **Requestor Last Name** *

Requestor Address 1 *

315[redacted]

Requestor Address 2

Requestor City * [redacted] **Requestor State** * [redacted] **Requestor ZIP Code** * [redacted]

Requestor Phone Number * [redacted] **Requestor E-mail** * [redacted]

Type of Request *

(•) Personal ( ) Commercial ( ) Legal

Request Details *

If you are requesting multiple records, please attach your list below. If you do not have a case/event/citation number, please include enough information to identify the records you want. If your request is for multiple items, it may be subject to fees for preparation. We have records for the Twin Falls Police Department (city, not county) only.

Public Records Request:
City accounts payable payments, fiscal year 2026(October 1, 2025 to September 30, 2026)Idaho Public Records Act, Idaho Code §§ 74-101 to 74-126

To: City Clerk, City of Twin Falls (records custodian), for the Finance Department (Accounts Payable)Records requestedUnder the Idaho Public Records Act, I request copies of the following records:

1. The City's accounts payable payment register (check register), covering checks, EFT/ACH payments andmanual payments, for October 1, 2025 through September 30, 2026, as a standard report or export fromeach finance system that holds the data, showing at least the following for each payment: paymentnumber, date, payee, amount, fund/department/account, and description or invoice reference.

2. The accounts payable reports presented to the City Council for approval on the consent calendar("Request to approve Accounts Payable for [dates]") at its meetings from October 1, 2025 throughSeptember 30, 2026.Date range: October 1, 2025 through September 30, 2026 (fiscal year 2026).A spreadsheet or comma-separated export of the existing register is sufficient for item 1, and electronic copies of the reportsthe Council received are sufficient for item 2.

How I would like the records: Electronic copies (spreadsheet or CSV for item 1; PDF or the original electronic format for item 2) sent byemail, as I.C. 74-102(15) provides and this form expresses.

Please answer each numbered item separately.
If no record exists for an item, please say so in writing forthat item.
Notes - An existing report, not a new compilation.

A payment register is a standard report of any municipalaccounting system. In 2024 the City Council approved a contract with BS&A Software for new financialsoftware at a total cost of $348,750, plus $58,750 of contingency funds (June 3, 2024, approved 6 to 0,after authorizing

Requester names and personal contact details redacted by Oversight Archive.

negotiations on January 16, 2024), and in March 2025 approved $25,615 for an addedmodule. Given that investment, I expect the City can run this register for one fiscal year as a routinereport or export.

If any of the fiscal year's payments are held in the City's earlier system, a standardreport from that system is equally acceptable.

Fees. I am an Idaho resident. The first two hours of labor and the first 100 pages carry no fee forresidents (I.C. 74-102(10)(a)), and electronic copies have no page cost. If you expect any fee, please sendthe itemized estimate I.C. 74-102(10)(h) requires before doing that work.

If any part is withheld, please release everything else, with only the exempt portion removed (I.C. 74112). For each record or portion withheld, please give the statute relied on, the attorney-review statement,and my appeal rights, as I.C. 74-103(4)–(5) requires.Timing.

I understand the City has three working days to respond, or up to ten working days withwritten notice (I.C. 74-103(2)).No inquiry needed - This request does not seek records about me (I.C. 74-113), the records will not beused for a mailing or telephone list (I.C. 74-120), and it does not seek personal information from motorvehicle records (title 49, chapter 2, Idaho Code). Under I.C. 74-102(5), no other inquiry of a requester isauthorized.

My declaration of Idaho residency is provided with this request (I.C. 74-102(4)).Thank you.

Attach Files to Your Request

If you have documentation that you wish to provide for this request, attach the files here.

Declaration of Idaho Residency - [redacted] 111.81KB

Signature *

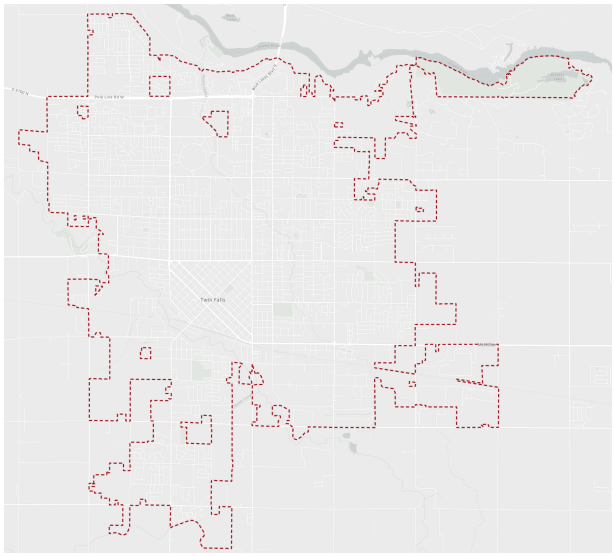
[redacted]

The City of Twin Falls will respond to this request within three (3) business days. Or up to 10 business days upon notification of the requesting party.

The City of Twin Falls maintains records for the City of Twin Falls, Idaho. For records including in Twin Falls County please contact Twin Falls County at www.twinfallscounty.org

Requested records will be provided electronically.

We do not provide your information to mailing lists. It will only be used to fulfill this request.



Requester names and personal contact details redacted by Oversight Archive.