

## IDAHO STATE TREASURER'S OFFICE

### Public Records Request Policy and Procedures

#### Policy

The Idaho State Treasurer's Office (STO) has adopted this public records policy and procedures. It is the STO's policy to make every effort to fully comply with the Public Records Act by responding to records requests in a timely, accurate and courteous manner.

#### Procedures

##### 1. Acceptance of Requests.

a. *Written Request Required.* Requests for copies of public records from the files of the STO or for inspection of such records must be in writing and delivered as set forth in subsection 1(b). A person making a request must provide their name, e-mail address, and mailing address for the purposes of providing a response and clarifying the request, if necessary.

b. *Delivery.* Requests must be made to the State Treasurer via the STO website Comments and Questions, sent by e-mail to IdahoTreasurer@sto.idaho.gov, hand delivered, sent by U.S. mail or a delivery service such as Federal Express. Mail and delivery services must be addressed to the STO's business address.

c. *Date of Receipt.* The request will be identified as received on the date actually received by the STO.

##### 2. Processing Requests.

a. *Initial Response.* The STO will respond to requests in writing within three (3) business days after the date of receipt. Responses will be sent via email or through the U.S. Mail. If the STO requires additional time to retrieve or copy records, the STO will identify the need for additional time in the initial response.

b. *Charges for Retrieval and Reproduction of Records.* The STO has enacted the charges for retrieval and reproduction of records set forth on Appendix A. If the STO has a reasonable belief that a party or group requesting records is attempting to break down a large request for copies of records into a series of smaller requests for the purpose of avoiding the imposition of charges, the STO will aggregate such requests for the purpose of determining charges and impose such charges on the aggregated request. Where it appears to the STO that its response to a request will result in the imposition of fees, the STO may require the requesting party to pay such fees and charges in advance of the retrieval and production of records. The STO will consider requests for a waiver of charges on a case-by-case basis.

c. *Removal of Non-public Information.* The STO will remove non-public information from records made available to requesting parties. Where non-public information is removed, the STO will have the removal reviewed by legal counsel and notify the requesting parties of the removal. The notice will specify the legal basis for the removal and provide the requesting party with notice of the opportunity to petition the district court for an order compelling disclosure within one hundred eighty (180) days of the notice.

d. *Examination of Records.* Requesting parties may examine records at the STO offices. The STO is authorized to prevent alteration of any public record while it is being examined by having an employee present for the examination. An employee may not be available at all times that the STO offices are open. The Treasurer may provide persons requesting the examination of records with a reasonable range of time periods in which the records are available for examination.

## Appendix A

### Records Request Charges

<b>Type of Work Involved</b>	<b>Charges</b>
Retrieval and reproduction of records where labor associated with locating and reproducing records is less than two (2) person hours and less than 100 pages are retrieved and reproduced	No charge
Redaction of non-public information	Actual rate of pay for the lowest paid employee qualified to redact non-public information  If redactions required to be made by an attorney not on staff at the Treasurer, the usual and customary rate of the attorney retained to perform the redactions
Retrieval and reproduction of records where labor associated with locating and reproducing records exceeds two (2) person hours	Actual rate of pay for the lowest paid employee(s) qualified to copy and retrieve the records  No charges will be imposed for the first two (2) person hours used in retrieval and reproduction
Copies exceeding 100 pages	Twenty (20) cents per page or actual cost if copies are made by an outside copy service  No charges will be imposed for the first 100 pages of copies
Delivery of records	Actual shipping and postage costs
Reproduction of computer generated records on storage media	Actual cost for the storage media (i.e. CD) for electronically stored records