



Public Records Request Policy- 2019

One of Idaho State Controller Brandon D Woolf's top priorities is to ensure the people of Idaho have access to their states financial and other information. It is the peoples' government and the peoples' money.

Idaho's Public Records laws provide that state and local government business is conducted in the open and that citizens have access to public documents, with limited exceptions.

In line with this, the Office of the State Controller can provide most financial records to the public regarding state spending and payroll. Much of this information can already be found at the [Transparent Idaho](#) website. The State Controller takes the public's access to their information seriously and is working to expand [Transparent Idaho](#) over the next several years.

If you submit a request for public records, the State Controller's Office will respond within three business days to let you know whether we can provide you the requested information or if it is already publically available and where you can find it. We will provide the requested record within ten business days. Under certain circumstances we may deny or alert the requestor that we need to modify the request either because our office doesn't have the information, or that information is protected due to personal, business privacy, or safety reason under the Idaho's Public Records Act. Sections [74-104 to 74-111](#) and [74-124](#) of the Idaho Code list the records that are exempt from public disclosure.

You can review the whole Idaho Public Records Act in Idaho Code from Sections [74-101 to 74-126](#) or review the Idaho Attorney General's [Public Records Law Manual](#).

1. How to Make a Request

Please use the **form provided** here to make a request.

Requests may also be sent via an email to publicrecords@sco.idaho.gov or via a letter addressed to:

State Controller's Office
Attn: Public Records Officer
PO Box 83720
Boise, Idaho 83720-0011

All public records requests must be made in writing (electronic or handwritten).

Public records requests must include the requestors name, mailing address, e-mail address (if available) and telephone number. We may contact the requestor via e-mail or telephone to clarify a request.

While the purpose of the request does not need to be disclosed we may ask for clarification to ensure the correct information is provided. If that information is not provided, we will still provide the information as best we can. However, it is illegal to make a public records request for the purpose of compiling a mailing or phone list and we may need to ensure the records or information requested will not be used for that purpose.

2. Denial of Request

A public record request may be wholly or partially denied if we do not have the information requested or the information is prohibited from release under the Idaho Public Records Act Idaho Code Sections 74-104 to 74-111 and 74-124.

All denials are reviewed by legal counsel prior to issuance. That said, we make every effort to provide the information requested while abiding by state law.

3. Fees and Charges/ AD-HOC and On-Demand Reports

If the request requires more than two hours of labor for the agency to compile actual labor costs may be charged. Labor in public records research and delivery can be driven by many factors including the legal review for redaction of non-releasable information, computer programming costs, electronic conversion to a new medium, or even punch card sorting for older data requests. Any labor cost estimate will be itemized with agency cost and role in providing the information to the requestor.

Electronic transmission of records does not have any associated cost of materials but requests requiring more than 100 copies or 250 sheet of computer paper will incur charges as outlined in Table A. The agency will not mail physical records, and they can be picked up at the front desk (except in cases where that is not practical). In those cases, actual mailing costs will be assessed. Finally, the agency requires all computer or electronic devices (disks, flash drives, etc. to be reimbursed at cost).

A full estimate of the schedule of fees related to the request will be provided to the requestor within the three day notice period. The State Controller's Office reserves the right to require the fee before the request is fulfilled. Any costs billed and received that were not incurred by the agency in fulfilling a request will be refunded.

Fees are waived where the request is likely to contribute significantly to the public's understanding of the operations or activities of the government. They may also be waived when the requestor demonstrates an inability to pay the fee. You can read the Idaho Public Records Act 74-110 for the language detailing potential costs.

TABLE A.

SCO Fee Schedule- all charges are approximate and subject to change. Charges will be verified and presented to requestor prior to production	Charges
Photocopying over 100copies on standard 8.5x11 paper	\$0.04 per page plus \$14.50 an hour
Photocopying on other than standard 8.5x11	Actual cost will be determined prior to production
Retrieval of archived information	\$3 a box
Redaction cost	\$55.00 an hour
Actual labor associated with locating and retrieving documents if more than 2 hours	\$14.50 an hour
When SCO incurs out of pocket costs	Actual costs
Standard charge for selling publications	Actual cost