



Public Records Policy

Prairie River Library District

Mission Statement

To enrich lives and strengthen communities through universal access to information and services.

Purpose and Authority

Prairie River Library District records are available for public inspection and duplication as required under Idaho Public Records Law, Idaho Code § 9-337 – 9-350 To request public records an individual should complete a Request to Inspect Public Record.

The State of Idaho Public Records Act, Chapter 1, Title 74 requires each government agency to make available for inspection and copying nonexempt public records per published rules.

The purpose of this Policy is to provide guidelines by which the Prairie River Library District and all branches, referred to as PRLD from this point forward, implement the provisions of the Idaho Public Records Act for PRLD public records. This Policy provides information to persons wishing to request access to public records of PRLD and establishes processes for both requestors and PRLD staff that are designed to best assist members of the public in obtaining such access.

Section 1. Public Records Available – Public Records Officer.

Public records of PRLD shall be made available for public inspection and copying according to this policy, except as otherwise provided by law. All Prairie River Library District Records are maintained in adherence to the State of Idaho General Records Retention Schedule.

The Public Records Officer shall serve as the official point of contact for members of the public who request the disclosure of public records. The Public Records Officer shall be responsible for the implementation of and compliance with this Policy and the Public Records Act.

The Prairie River Library District Director is the Public Records Officer for PRLD. The Public Records Officer may delegate responsibilities as needed to process and complete any response to a public records request under this Policy. All public records requests will be reported to the PRLD Board of Trustees within 24 hours of being received by the District.

Section 2. Public Records Requests – How Made.

Public records may be inspected and/or copies may be obtained under the following procedures:

A request for public records shall be directed to the Public Records Officer for PRLD. A public records request must be for identifiable records. A request for all or substantially all records prepared, owned, used, or retained by PRLD is not a valid request for identifiable records under this Policy or state law, a specific date range for records requested is required by Idaho Act 74-102

2.1

A request for public records shall be documented in writing and include the following information:

- A) The requester's name, mailing address, and telephone number.
- B) The date of the request.
- C) A clear indication that the document is a "Public Records Request;"
- D) Whether the request is to inspect the public records or paper or electronic copies of public records, or both.
- E) A clear description of the public records requested for inspection and/or copying and the office or department having custody of the public records.

If the request is for a list of individuals, a statement that the list will not be used for any commercial purposes or that the requester is authorized or directed by law to obtain the list of individuals for commercial purposes, with a specific reference to such law; and

Whether the request is for printed or digital copies of the public record.

PRLD shall develop and maintain forms to facilitate public record requests. Copies of any such forms shall be made available at the PRLD headquarters. Although the use of PRLD-provided forms is preferred (and may be required by PRLD for requestors that repeatedly fail to comply with this Policy) PRLD may honor email or other written requests including the information contained in subsection 3.1 above.

Section 3. Response to Public Records Requests.

The Public Records Officer shall, to the extent practicable, assist requesters in identifying the public records sought.

PRLD is not obligated to allow inspection or provide a copy of a public record on demand.

3.1

Within three (3) business days after receiving a public records request, the Public Records Officer shall respond to the request in writing. The Public Records Officer shall make one or more of the following responses:

- The request for inspection of public records is approved and indicates whether an appointment for inspection needs to be scheduled by the requester.
- The request for copies of public records is approved and indicates that copies of requested records are enclosed with the response.
- The request for copies or inspection of public records is approved, and indicates that the responsive records are available on or through the PRLD website (with either a link or instructions to locate records online);

- The request has been received by the Public Records Officer; indicating that additional time is needed to respond to the request and stating a reasonable estimate of the time required to respond.
- The request has been received by the Public Records Officer and indicates the records shall be provided on a partial or installment basis as the records are identified, located, assembled, and/or made ready for inspection or copying.
- The request is denied, in whole or in part, whether by withholding a requested record or redacting a requested record, stating the specific exemption(s) prohibiting disclosure and a brief explanation of how the exemption applies to each withheld and redacted record.
- There are no records responsive to the request; and/or notifying the requestor that the Public Records Officer does not understand the request and requesting that the requestor clarify the request to enable the Public Records Officer to respond to the same.

Section 4. Exempt Records.

PRLD hereby adopts the list of laws maintained by the Public Records Act of the State of Idaho. Public records and information exempt from disclosure under the Act, or any other law are exempt from disclosure under this Policy whether such exemption is on any list of exemptions adopted, published, or maintained by PRLD.

If only a portion of a record is exempt from production, but the remainder is not exempt, the Public Records Officer will redact the exempt portions, produce the nonexempt portions, and indicate to the requestor why portions of the record are being redacted.

Section 5. Costs of Providing Copies of Public Records.

Except for fees that are authorized or prescribed under other provisions of Idaho law, no fee shall be charged for the first two (2) hours of labor in responding to a request for public records, or for copying the first one hundred (100) pages of paper records that are requested.

A public agency or independent public body corporate and politic or public official may establish fees to recover the actual labor and copying costs associated with locating and copying documents if:

- (i) The request is for more than one hundred (100) pages of paper records; or
- (ii) The request includes records from which nonpublic information must be deleted; or
- (iii) The actual labor associated with responding to requests for public records in compliance with the provisions of this chapter exceeds two (2) person-hours.

Fees shall not exceed reasonable labor costs necessarily incurred in responding to a public records request. Fees, if charged, shall reflect the personnel and quantity of time that are reasonably necessary to process a request. Fees for labor costs shall be charged the per hour pay rate of the lowest-paid administrative staff employee or public official of the public agency or independent public body corporate and politic who is necessary and qualified to process the request.

If a request requires redactions to be made by an attorney who is employed by the public agency or independent public body corporate and politic, the rate charged shall be no more than the per hour rate of the lowest-paid attorney within the public agency or independent public body corporate and politic who is necessary and qualified to process the public records request. If a request is submitted to a public agency or independent public body corporate and politic that does not have an attorney on staff, and requires redactions by an attorney, the rate shall be no more than the usual and customary rate of the attorney who is retained by the public agency or independent public body corporate and politic for that purpose.

Adoption Date: August 30, 2022

First Review Date:

REQUEST TO EXAMINE AND/OR COPY PUBLIC RECORDS

TO: Records Officer, Prairie River Library District

DATE:

I hereby request, under Idaho Code § 74-102, to examine and/or copy the following public records:

- These records specifically pertain to me.
- I wish to merely examine these records.
- I wish copies of these records.

Print Name:

Mailing Address:

Telephone No. (____) _____

Signature _____

I acknowledge by my signature that the records sought by this request will not be used for a mailing list or telephone list as outlined in Idaho Code § 74-120.

RESPONSE TO REQUEST TO EXAMINE AND/OR COPY PUBLIC RECORDS

DATE: _____

NAME OF REQUESTOR: _____

DATE OF REQUEST: _____

1. Your request has been approved. See attached documents or please contact the undersigned to arrange a time to examine the records. *(This may be a partial approval. See items 2 or 3 regarding records not located or deemed exempt.)*

_____ Copies provided
\$_____ Total cost

2. It has been determined that additional time is required to locate or retrieve the records you have requested. Said records shall be available on _____, or further information will be provided regarding your request. *(No longer than 10 days from the request.)*

3. Your request has been denied as the following records are exempt from public disclosure for the stated reason.

Idaho Code Section

_____	_____
_____	_____
_____	_____

NOTICE: PURSUANT TO IDAHO CODE § 74-115 YOU HAVE 180 DAYS TO APPEAL THIS DECISION BY FILING A PETITION IN STATE DISTRICT COURT IN THE COUNTY WHERE ALL OR PART OF THE RECORDS ARE LOCATED

Records Officer
Dept. _____ Telephone # _____
_____ County