



**Frequently Asked Questions**  
**PUBLIC RECORDS REQUESTS**  
**Office of the Governor**

***What is a public records request?***

A public records request is a request made under the Idaho Public Records Law by a member of the public, to include other government agencies, in order to examine or copy records maintained by the Office of the Governor.

***What is a public record?***

A public record is any record, regardless of format, created or received by the Office of the Governor documenting the administration of the Governor's Office business.

***How are public records requests submitted?***

Public records requests must be submitted in writing to the Office of the Governor via email, fax, mail, or hand-delivery. The simplest method is through the [Online Public Records Request Form](#).

Fax: (208) 858-3036

Mail or drop off: Office of the Governor

PO Box 83702

700. West Jefferson Street

Boise, ID 83702

***What information is needed in the description?***

Please be as detailed as possible in your request. Include, when available: facility name (s) and address (es), prior facility name (s) and owner (s), country, type of records desired, timeframe involved, etc. The more specific you are, the better we are able to respond to your request.

***How long does the Governor's Office have to respond to a public records request?***

The Office of the Governor is required to respond to all public records request within three working days following the date the request was received. If the Governor's Office fails to respond to a request within ten working days, regardless of the reason, the request is deemed denied.

### *What if I receive an extension letter?*

It is possible the Office of the Governor will be unable to fulfill your request in the three business days allotted. An additional seven working days may be taken in which case you will receive an extension letter. Your extension letter will be sent within three working days of receipt of your request and serves as notification that additional time is required.

### *What if I receive a denial or partial denial letter?*

Certain records may be withheld from disclosure due to their confidential nature. All partial and full denials have undergone attorney review. The letter you receive notes specific statutory provisions serving as the basis for your denial. You have the right to file an appeal within 180 days of the mailing date of the denial notice.

### *How do I determine possible fees associated with my request?*

Public records request fees are outline in the [Fee Schedule](#). The first 100 pages are free of charge. Our office imposes a 5¢ charge per sheet once your records request supersedes 100 pages.

### *What if I am unable to cover the costs for my request?*

You may submit a Public Records Fee Waiver Request Form for review. The Office of the Governor shall waive any cost or fee for copies or labor when the requester demonstrates that their request contributes significantly to the public's understanding, does not pertain to the requester's interest in litigation, and that the requester has insufficient financial resources to cover fees.

### *How am I billed for my request?*

If there is a fee associated with the copying, printing, or mailing of your public records request and/or an associated Governor's Office out-of-pocket cost, you will be notified prior to receiving a response. Payment is required before records are produced.

### *Who can I contact if you have a public records request question?*

Cally Younger can be reached by phone at (208) 334-2100 or via email at [cally.younger@gov.idaho.gov](mailto:cally.younger@gov.idaho.gov).

### *Where can I find more information about public records requests?*

- [The Office of the Governor's policy for handling public records requests \(includes fee schedule\)](#)
- [Idaho Statutes – Public Writings](#)
- [Attorney General's Idaho Public Records Law Manual](#)

- IDAPA 58 Title 01 Chapter 21- rules governing the protection and disclosure of records in the possession of the Office of the Governor.