

1. DHR's public request process and policy:

DHR follows Idaho's statutory requirements regarding public records, found within Idaho Code Title 9, Chapter 3. DHR also utilizes the online "Idaho Public Records Law Manual" published by the Idaho Attorney General's Office.

DHR receives as many as 4 or 5 public records requests a year. Requests are accepted via email, U.S. mail and fax.

Step 1 – upon receipt, the request is noted in a correspondence log, as maintained by DHR's administrative assistant or management assistant.

Step 2 – the deadline for responding to the request is calendared, consistent with timeframes in Idaho Code.

Step 3 – the request is reviewed by the DHR Administrator, who decides whether the handling of the request necessitates the involvement of the agency's DAG representative, or whether it can be handled internally with the assistance of the Deputy Administrator or other agency personnel.

Step 4 – it is determined whether the request is made by a state employee regarding access to their own personnel records, or by an applicant for a classified position, or by a third party. (DHR also refers to pertinent IDAPA rules regarding employees, former employees and job applicants and access to their own files and documents.)

Step 5 – the substance of the request is analyzed and the type of documents requested.

Step 6 – for some requests regarding voluminous records contained with EIS, it is appropriate to redirect the request to the Office of the State Controller (SCO), the entity with ownership of those records.

Step 7 – in circumstances where a request is not redirected to SCO, an analysis is made to determine whether any of the documents requested are maintained at DHR and are exempt from the public records law

Step 8 – for documents that will be assembled and provided, an estimate of the amount of time to prepare the materials will be made.

Step 9 – a response to the requester will be provided within the relevant statutory time period.

- a. What are the issues, if any? We have had no issues to report with the process or policy.
 - b. How could it be improved? Continuing the good communication and collaboration with SCO and agencies.
2. Number of public records requests to DHR in 2013: approximately 3 requests. In 2014: we have had 1 request.
 3. For the request in 2014, the applicant was referred to the agency which posted job, the Legislative Services Office. For the requests in 2013, we utilized the services of the attorney general's office and their recommendations on response.
 4. DHR does not have frequent requesters.
 5. One of the 2013 public information requests was unusual. DHR worked with its DAG in providing information to an attorney who requested information on behalf of his client, a state employee. Partial information was provided, and when it became apparent that the attorney was engaged in litigation representing that state employee client against their

appointing authority, DHR's DAG alerted us and all future requests were handled through the litigation discovery process, per Idaho Code and per the Idaho Rules of Civil Procedure.

For the other requests that came in, DHR provided information within the statutory time period, we did not charge fees, there were no requests over 100 pages, and redaction was not required. The requesters did not dispute DHR's responses.