



Benefiting Idaho Public Schools and the Permanent Building Fund.

May 29, 2014

Ms. Cally Younger
Associate Counsel to the Governor
Office of Governor C.L. "Butch" Otter
Statehouse Mail
Boise, ID 83720

Dear Ms. Younger:

Pursuant to your request dated May 19, 2014, please find enclosed information which should answer all questions. Detailed information for each Public Records Request received in the last 18 months is included in the attached spreadsheet.

Please let us know if you have any questions or require additional information, or would benefit from receiving this information in an electronic format.

Sincerely,

A handwritten signature in blue ink that reads "Becky Schroeder".

Becky Schroeder
Chief Operating Officer

C: Jeff Anderson, Executive Director

Enclosures:

- Narrative Response
- Public Request Detail Spreadsheet
- Idaho Lottery Public Records Policy

C.L. "Butch" Otter
Governor

Jeffrey R. Anderson
Director

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**State Agency Public Records Questionnaire
Narrative Response
May 2014**

1. Please describe your current public records request process and policy for maintaining records that may be requested:

The Idaho Lottery has a published formal policy outlining the policy for the handling of Public Records Requests (see attached). This policy indicates that all requests are to be directed to the Chief Operating Officer immediately upon receipt. These requests are then delegated for completion, if required, or in the absence of the COO, an appropriate employee is designated (the Management Assistant or Public Information Specialist). This policy is distributed among employees annually as a reminder of the importance of Public Information Requests, and the time sensitive nature, as well.

a. What are the issues, if any, you see with your current office process and policy?

While there were issues many years ago with Public Information Requests being left in the wrong office, languishing on desks and lost, we believe we have addressed all of those issues by discussing with employees the law and associated importance of the process, following procedure and by distributing the policy. Once employees understood WHY these were important, compliance with policy and procedure became a non-issue.

b. How could it be improved? At this time, we feel the process works smoothly and efficiently. We continue to remind employees and distribute the policy frequently. While we are always open to suggestions, we feel the process is working well at this time.

2. How many public records requests did your agency receive in the calendar year 2013?

The Idaho Lottery received thirty-four (34) public records requests in calendar year 2013.

a. How many through May 2014? We have received six (6) public records requests through May in calendar year 2014.

3. Of those requests, how many were granted in full? Of those forty (40) requests, all were granted in full.

a. How many were denied in part? None

b. How many were denied in full? None

4. Do you have frequent requesters? Yes, however, the only frequent or repeat requesters we typically see are those working for investment firms and insurance companies. They are usually researching claimants paid via an annuity. Some of these organizations track industry sales and request quarterly product sales, as well.

5. For each request, please provide the following information: (please see attached spreadsheet)



Policies and Procedures

Public Records Request

Date Created:	06/27/2008	Date Last Revised:	12/15/2010
Approved By:			

Open government is the cornerstone of a free society. The Idaho Legislature affirmed Idaho’s commitment to open government by enacting the Idaho Public Records Law in 1990. The Public Records Law protects each citizen’s right to monitor the actions of state and local government entities by providing access to governmental records.

The following is a formalized policy for handling of requests received by the Idaho Lottery under the Idaho Public Records Law, Idaho Code §§ 9-337 through 9-350. Due to the time sensitivity and logging requirements when responding to Public Records Requests, please adhere to the following process.

REQUESTS MUST BE IN WRITING

All persons requesting access to the Departments records shall be required to make a written request, using the Idaho Lottery’s Public Records Request Form, if possible. Forms can be found on line at www.idaholottery.com, in PUBDATA under “Forms” or attached to this policy. Public records request submitted by mail, email, fax, or delivered in person shall be deemed to be a written request.

OFFICIAL LOTTERY PROCESS AND CONTACTS

Public Record Requests are time sensitive and must be responded to within three days. If you receive a Public Records Request, please treat it as an urgent matter, following the procedure below:

1. Requests received at the Idaho Lottery are to be immediately directed to Becky Schroeder, Chief Operating Officer. The Chief Operating Officer will facilitate the official handling of all Idaho Lottery Public Records Requests.
2. In the absence of the Chief Operating Officer, all requests will be handled by Jennifer Quinno-Miller, Management Assistant, who will facilitate the official handling of all Idaho Lottery Public Records Requests.

QUESTIONS/CLARIFICATION

If you have any questions, or need clarification, please contact Becky Schroeder immediately.



State Agency Public Records Request Detail

Data Includes Calendar Year 2013, plus January - May, 2014

May 2014

ISL FILE NUMBER	5. For each request, please provide the following information:	Type of record requested* - how many total for year?	Granted / Denied in Part / Denied in Full - how many for the year?	Reason for denial whether in whole or in part	Time elapsed for response?	If the time elapsed was more than the statutory 3-day standard, why? Please explain.	If the time elapsed was more than the statutory 10-day standard, why? Please explain.	What fees did you charge? Please itemize the charges - labor, copying fees, etc...	Did you provide the first 100 pages and first two hours of labor free, as required by statute? Why or why not?	Type of requester: individual, law firm, NPO, etc...	Volume of request	Were records provided to the requester with redactions?	If so, please describe the extent of redactions and the labor cost charged for the redaction	In what medium were records provided?	Did the requester dispute the decision?	If so, what was the outcome?	Did the request go to court?	If so, what was the outcome?	What type of staffer responded to the records request? Please list all**	Anything unusual about this request?
117	ANY PRIZE PAID TO CRAIG O. DUNCAN	WINNERS	GRANTED-FULL	N/A	0 DAYS	N/A	N/A	NO CHARGE	N/A	INDIVIDUAL	1 PAGE REPORT	NO	N/A	EMAIL & USMAIL	NO	N/A	N/A	N/A	CHIEF OPERATING OFFICER	NO
118	2012 AGENCY RFP SUBMISSIONS	RFP/CONTRACT	GRANTED-FULL	N/A	0 DAYS	N/A	N/A	NO CHARGE	N/A	AD AGENCY	VOLUMINOUS - SOME REVIEWED ONSITE	YES	ONLY AREAS MARKED CONFIDENTIAL BY BIDDER	EMAIL & ONSITE REVIEW	NO	N/A	N/A	N/A	CHIEF OPERATING OFFICER	NO
119	WINNERS GREATER THAN \$100,000 FOR 2012	WINNERS	GRANTED-FULL	N/A	2 DAYS	N/A	N/A	NO CHARGE	N/A	INDIVIDUAL	1 PAGE REPORT	NO	N/A	EMAIL & USMAIL	NO	N/A	N/A	N/A	CHIEF OPERATING OFFICER	NO
139	WINNERS GREATER THAN \$100,000 FOR 2011	WINNERS	GRANTED-FULL	N/A	0 DAYS	N/A	N/A	NO CHARGE	N/A	INDIVIDUAL	1 PAGE REPORT	NO	N/A	EMAIL & USMAIL	NO	N/A	N/A	N/A	CHIEF OPERATING OFFICER	NO
140	JACKPOT AND ANNUITY WINNERS	WINNERS	GRANTED-FULL	N/A	0 DAYS	N/A	N/A	NO CHARGE	N/A	LLC - ANNUITY LIQUIDATION	1 PAGE REPORT	NO	N/A	EMAIL	NO	N/A	N/A	N/A	PUBLIC INFORMATION SPECIALIST	NO
120	TOTAL DOLLARS GIVEN TO SCHOOLS FOR 2011	DIVIDEND	GRANTED-FULL	N/A	2 DAYS	N/A	N/A	NO CHARGE	N/A	INDIVIDUAL	1 PAGE REPORT	NO	N/A	EMAIL	NO	N/A	N/A	N/A	PUBLIC INFORMATION SPECIALIST	NO
141	VIP CLUB RFP - WINNING BID SUBMISSION	RFP/CONTRACT	GRANTED-FULL	N/A	1 DAY	N/A	N/A	NO CHARGE	N/A	WEB DEV COMPETITOR	37 PAGE REPORT	NO	N/A	EMAIL	NO	N/A	N/A	N/A	MANAGEMENT ASSISTANT	NO
145	WINNERS OVER \$10,000 IN 2012	WINNERS	GRANTED-FULL	N/A	3 DAYS	N/A	N/A	NO CHARGE	N/A	INDIVIDUAL	5 PAGE REPORT	NO	N/A	EMAIL	NO	N/A	N/A	N/A	CHIEF OPERATING OFFICER	NO
144	AVERAGE SALES IN C-STORES/GAS STATIONS IN FRANKLIN, ID IN 2012	SALES	GRANTED-FULL	N/A	2 DAYS	N/A	N/A	NO CHARGE	N/A	APPRAISAL GROUP	1 PAGE REPORT	NO	N/A	EMAIL	NO	N/A	N/A	N/A	KEY ACCOUNTS MANAGER	NO
156	APPLICATION FOR ENRICHING ENDOWMENTS	CHARITABLE GAMING	GRANTED-FULL	N/A	0 DAYS	N/A	N/A	NO CHARGE	N/A	IDAHO STATESMAN REPORTER	58 PAGE DOCUMENT	YES	REDACTED PERSONAL APPLICANT INFORMATION - NO CHARGE	EMAIL	NO	N/A	N/A	N/A	MANAGEMENT ASSISTANT AND PUBLIC INFORMATION SPECIALIST	YES, START OF A MEDIA FRENZY
154	LETTER SENT TO ENRICHING ENDOWMENTS REGARDING HOUSE RAFFLE	CHARITABLE GAMING	GRANTED-FULL	N/A	0 DAYS	N/A	N/A	NO CHARGE	N/A	IDAHO ED NEWS REPORTER	2 PAGE LETTER	NO	N/A	EMAIL	NO	N/A	N/A	N/A	PUBLIC INFORMATION SPECIALIST	SEE ABOVE
155	LETTER SENT TO ENRICHING ENDOWMENTS REGARDING HOUSE RAFFLE	CHARITABLE GAMING	GRANTED-FULL	N/A	0 DAYS	N/A	N/A	NO CHARGE	N/A	KBOI REPORTER	2 PAGE LETTER	NO	N/A	EMAIL	NO	N/A	N/A	N/A	PUBLIC INFORMATION SPECIALIST	SEE ABOVE
153	LETTER SENT TO ENRICHING ENDOWMENTS REGARDING HOUSE RAFFLE	CHARITABLE GAMING	GRANTED-FULL	N/A	0 DAYS	N/A	N/A	NO CHARGE	N/A	IDAHO STATESMAN REPORTER	2 PAGE LETTER	NO	N/A	EMAIL	NO	N/A	N/A	N/A	PUBLIC INFORMATION SPECIALIST	SEE ABOVE
157	ALL COMMUNICATIONS WITH P. ALLAIRE RE: ENRICHING ENDOWMENTS	CHARITABLE GAMING	GRANTED-FULL	N/A	0 DAYS	N/A	N/A	NO CHARGE	N/A	PRESS TRIBUNE REPORTER	58 PAGE DOCUMENT	YES	REDACTED PERSONAL APPLICANT INFORMATION - NO CHARGE	EMAIL	NO	N/A	N/A	N/A	MANAGEMENT ASSISTANT AND PUBLIC INFORMATION SPECIALIST	SEE ABOVE
159	LETTER SENT TO ENRICHING ENDOWMENTS REGARDING HOUSE RAFFLE	CHARITABLE GAMING	GRANTED-FULL	N/A	0 DAYS	N/A	N/A	NO CHARGE	N/A	KTVB NEWS REPORTER	2 PAGE LETTER	NO	N/A	EMAIL	NO	N/A	N/A	N/A	PUBLIC INFORMATION SPECIALIST	SEE ABOVE
158	HOW IS ST. JUDE DREAM HOME AUTHORIZED FOR RAFFLE AND ENRICHING ENDOWMENTS NOT?	CHARITABLE GAMING	GRANTED-FULL	N/A	0 DAYS	N/A	N/A	NO CHARGE	N/A	KBOI REPORTER	2 PAGE LETTER	NO	N/A	EMAIL	NO	N/A	N/A	N/A	PUBLIC INFORMATION SPECIALIST	SEE ABOVE



State Agency Public Records Request Detail
May 2014

Data Includes Calendar Year 2013, plus January - May, 2014

ISL FILE NUMBER	5. For each request, please provide the following information:	Type of record requested* - how many total for year?	Granted / Denied in Part / Denied in Full - how many for the year?	Reason for denial whether in whole or in part	Time elapsed for response?	If the time elapsed was more than the statutory 3-day standard, why? Please explain.	If the time elapsed was more than the statutory 10-day standard, why? Please explain.	What fees did you charge? Please itemize the charges - labor, copying fees, etc...	Did you provide the first 100 pages and first two hours of labor free, as required by statute? Why or why not?	Type of requester: individual, law firm, NPO, etc...	Volume of request	Were records provided to the requester with redactions?	If so, please describe the extent of redactions and the labor cost charged for the redaction	In what medium were records provided?	Did the requester dispute the decision?	If so, what was the outcome?	Did the request go to court?	If so, what was the outcome?	What type of staffer responded to the records request? Please list all**	Anything unusual about this request?
146	ALL DOCUMENTS RELATED TO CHARITABLE GAMING SUBMITTED BY SOUTHERN SNAKE RIVER BROS.	CHARITABLE GAMING	GRANTED-FULL	N/A	0 DAYS	N/A	N/A	NO CHARGE	N/A	FEDERAL TAX INSPECTOR	79 PAGES	YES	REDACTED PERSONAL APPLICANT INFORMATION - NO CHARGE	USMAIL	NO	N/A	N/A	N/A	CHARITABLE GAMING COORDINATOR	NO
147	GROSS LOTTERY SALES FOR RETAILER LATIENDA IN FRANKLIN, IDAHO	SALES	GRANTED-FULL	N/A	3 DAYS	N/A	N/A	NO CHARGE	N/A	INDIVIDUAL	1 PAGE REPORT	NO	N/A	USMAIL	NO	N/A	N/A	N/A	CHIEF OPERATING OFFICER	NO
149	DETAILED EXPENDITURES THAT MAKE UP ANNUAL SPENDING AS PUBLISHED IN MEDIA	DIVIDEND	GRANTED-FULL	N/A	1 DAY	N/A	N/A	NO CHARGE	N/A	INDIVIDUAL	96 PAGE REPORT	NO	N/A	EMAIL	NO	N/A	N/A	N/A	CHIEF OPERATING OFFICER	NO
148	WINNERS OVER \$75,000 WITH ANNUITIES	WINNERS	GRANTED-FULL	N/A	3 DAYS	N/A	N/A	NO CHARGE	N/A	INDIVIDUAL	1 PAGE REPORT	NO	N/A	EMAIL	NO	N/A	N/A	N/A	CHIEF OPERATING OFFICER	NO
150	WINNERS OVER \$1000 - 2007 TO CURRENT	WINNERS	GRANTED-FULL	N/A	3 DAYS	N/A	N/A	NO CHARGE	N/A	IDAHO STATESMAN REPORTER	76 PAGE REPORT	NO	N/A	EMAIL	NO	N/A	N/A	N/A	CHIEF OPERATING OFFICER	NO
151	SCRATCH GAMES WITH \$1M OR HIGHER JACKPOT AND SELLING RETAILER DETAILS	GAME INFO	GRANTED-FULL	N/A	3 DAYS	N/A	N/A	NO CHARGE	N/A	INDIVIDUAL	1 PAGE REPORT	NO	N/A	EMAIL	NO	N/A	N/A	N/A	CHIEF OPERATING OFFICER	NO
152	RETAILERS SELLING \$500+ WINNING TICKETS FOR MEGA MILLIONS OR POWERBALL FROM 2007 TO CURRENT	WINNERS	GRANTED-FULL	N/A	2 DAYS	N/A	N/A	NO CHARGE	N/A	INDIVIDUAL	42 PAGE REPORT	NO	N/A	EMAIL	NO	N/A	N/A	N/A	CHIEF OPERATING OFFICER	NO
160	SALES ON UTAH BORDER - 2007 TO 2013	SALES	GRANTED-FULL	N/A	1 DAY	N/A	N/A	NO CHARGE	N/A	IDAHO STATESMAN REPORTER	1 PAGE REPORT	NO	N/A	EMAIL	NO	N/A	N/A	N/A	PUBLIC INFORMATION SPECIALIST	NO
161	CLAIMANT INFO: EDWARD L. LEWIS AND/OR JEANETTA WILLIAMS	WINNERS	GRANTED-FULL	N/A	3 DAYS	N/A	N/A	NO CHARGE	N/A	INDIVIDUAL	1 PAGE LETTER	NO	N/A	EMAIL	NO	N/A	N/A	N/A	CHIEF OPERATING OFFICER	NO
162	WINNERS FROM 11/2011 TO CURRENT - OVER \$1M	WINNERS	GRANTED-FULL	N/A	2 DAYS	N/A	N/A	NO CHARGE	N/A	INDIVIDUAL	1 PAGE REPORT	YES	WINNER ADDRESSES REQUESTED, BUT NOT PROVIDED	EMAIL	NO	N/A	N/A	N/A	PUBLIC INFORMATION SPECIALIST	NO
163	BILL OF SALE FOR BOAT RELATED TO CHARITABLE GAME APPLICANT - HUNTING JUST FOR KIDS	CHARITABLE GAMING	GRANTED-FULL	N/A	2 DAYS	N/A	N/A	NO CHARGE	N/A	IDAHO STATE TAX AUDITOR	1 PAGE REPORT	NO	N/A	USMAIL	NO	N/A	N/A	N/A	CHIEF OPERATING OFFICER	NO
164	RAFFLE APPLICATIONS FROM THE CANYON COUNTY COMMUNITY CLINIC AND COMMUNICATIONS BETWEEN APPLICANT AND ISL	CHARITABLE GAMING	GRANTED-FULL	N/A	3 DAYS	N/A	N/A	NO CHARGE	N/A	ATTORNEY	19 PAGE REPORT	YES	REDACTED PERSONAL APPLICANT INFORMATION - NO CHARGE	USMAIL	NO	N/A	N/A	N/A	MANAGEMENT ASSISTANT AND PUBLIC INFORMATION SPECIALIST	CONT. RESEARCH BY ENRICHING ENDWMNTS
165	PRINTING CONTRACT BETWEEN IDAHO LOTTERY AND POLLARD BANKNOTE	RFP/CONTRACT	GRANTED-FULL	N/A	1 DAY	N/A	N/A	NO CHARGE	N/A	SCRATCH TICKET COMPETITOR	26 PAGE DOCUMENT	NO	N/A	EMAIL	NO	N/A	N/A	N/A	CHIEF OPERATING OFFICER	NO
166	ANY AND ALL CONTRACTS WITH INTERLOT (SIC) [INTRALOT]	RFP/CONTRACT	GRANTED-FULL	N/A	2 DAYS	N/A	N/A	NO CHARGE	N/A	LOBBYIST	116 PAGE DOCUMENT	NO	N/A	EMAIL	NO	N/A	N/A	N/A	CHIEF OPERATING OFFICER	NO
167	LOTTERY WINNERS - 2005 TO CURRENT - OVER \$1M	WINNERS	GRANTED-FULL	N/A	1 DAY	N/A	N/A	NO CHARGE	N/A	INDIVIDUAL	2 PAGE LETTER	NO	N/A	EMAIL	NO	N/A	N/A	N/A	PUBLIC INFORMATION SPECIALIST	NO



**State Agency Public Records Request Detail
May 2014**

Data Includes Calendar Year 2013, plus January - May, 2014

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168	WINNER OF 2011 AND 2012 \$1M RAFFLE	WINNERS	GRANTED-FULL	N/A	1 DAY	N/A	N/A	NO CHARGE	N/A	INDIVIDUAL	1 PAGE REPORT	NO	N/A	EMAIL	NO	N/A	N/A	N/A	CHIEF OPERATING OFFICER	NO
169	COMMISSIONS EARNED BY RETAILER BABE'S ONE STOP - BETWEEN 10/2012 AND 9/2013	COMMISSIONS	GRANTED-FULL	N/A	3 DAYS	N/A	N/A	NO CHARGE	N/A	INDIVIDUAL	1 PAGE REPORT	NO	N/A	EMAIL	NO	N/A	N/A	N/A	CHIEF OPERATING OFFICER	NO
170	VERIFICATION OF WINNINGS - CLAIMANT KELLY THURSTON	WINNERS	GRANTED-FULL	N/A	3 DAYS	N/A	N/A	NO CHARGE	N/A	MORTGAGE COMPANY	1 PAGE REPORT	NO	N/A	EMAIL	NO	N/A	N/A	N/A	CHIEF OPERATING OFFICER	NO
171	SCRATCH TICKET SHIPPING REPORT	GAME INFO	GRANTED-FULL	N/A	1 DAY	N/A	N/A	NO CHARGE	N/A	INDIVIDUAL	1 PAGE REPORT	NO	N/A	EMAIL	NO	N/A	N/A	N/A	CHIEF OPERATING OFFICER	YES, WE SURMISED IT WAS A PLAYER ATTEMPTING TO FIND REMAINING TICKETS IN A SOLD OUT GAME?
172	CLAIMANT INFORMATION FOR MICHAEL JAYSON BAILEY	WINNERS	GRANTED-FULL	N/A	1 DAY	N/A	N/A	NO CHARGE	N/A	INDIVIDUAL	1 PAGE LETTER	NO	N/A	EMAIL	NO	N/A	N/A	N/A	CHIEF OPERATING OFFICER	NO
173	RAFFLE APPLICATIONS FROM THE NORTH IDAHO COLLEGE AND COMMUNICATIONS BETWEEN APPLICANT AND ISL	CHARITABLE GAMING	GRANTED-FULL	N/A	3 DAYS	N/A	N/A	NO CHARGE	N/A	ATTORNEY	28 PAGE REPORT	YES	REDACTED PERSONAL APPLICANT INFORMATION - NO CHARGE	USMAIL	NO	N/A	N/A	N/A	CHIEF OPERATING OFFICER	CONT. RESEARCH BY ENRICHING ENDWMNTS
174	ALL CORRESPONDENCE BETWEEN ISL, AG AND CDA TRIBE	TRIBAL RELATED	GRANTED-FULL	N/A	0 DAYS	N/A	N/A	NO CHARGE	N/A	CDA PRESS REPORTER	9 PAGE REPORT	NO	N/A	EMAIL & USMAIL	NO	N/A	N/A	N/A	CHIEF OPERATING OFFICER	MEDIA INTEREST IN POKER GAMES AT CASINO
175	RETAILERS SELLING ON TRIBAL LANDS, COMMISSIONS FOR SALES ON RESERVATION, COMPACT INFORMATION	TRIBAL RELATED	GRANTED-FULL	N/A	3 DAYS	N/A	N/A	NO CHARGE	N/A	NEW MEXICO LOTTERY EMPLOYEE	2 PAGE LETTER	NO	N/A	EMAIL & USMAIL	NO	N/A	N/A	N/A	CHIEF OPERATING OFFICER	NO
176	WINNERS PAID VIA ANNUITY	WINNERS	GRANTED-FULL	N/A	1 DAY	N/A	N/A	NO CHARGE	N/A	INDIVIDUAL	1 PAGE LETTER	NO	N/A	EMAIL	NO	N/A	N/A	N/A	PUBLIC INFORMATION SPECIALIST	NO

*TYPE OF REQUEST	TOTAL BY TYPE
CHARITABLE GAMING	11
COMMISSIONS	1
DIVIDEND	2
GAME INFO	2
RFP/CONTRACT	4
SALES	3
TRIBE RELATED	2
WINNERS	15

40

**RESPONDING STAFF	
CHIEF OPERATING OFFICER -	BECKY SCHROEDER
PUBLIC INFO SPECIALIST -	DAVID WORKMAN
MANAGEMENT ASSISTANT -	JENNIFER QUINNO-MILLER