

## State Agency Public Records Questionnaire

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

*A request is usually made via letter in writing to the Commission office. If the records cannot be immediately submitted, a response letter is mailed out within three (3) days to the requester acknowledging receipt of the request. The record being requested is then mailed out within two (2) weeks of the request. A log of the requests is maintained by administrative staff. If the record is not a public record, the requestor is notified that the information requested will not be sent and why. If there is any question about the request, our Deputy AG is consulted. We may sometimes have the Deputy AG respond to the request.*

*It should also be noted that if someone emails or calls the Director or a staff member, asking for summary minutes, that request may be filled without going through the "log in" process. (Management is addressing)*

- a. What are the issues, if any, you see with your current office process and policy?  
*Most requests come through the front desk and the person assigned to process the mail. However, we do receive requests directed to other staff, particularly due process documents for violations, which can take this out of the normal process and possibly not be logged in per policy. Management staff is working on this.*
  - b. How could it be improved?  
*Educating staff on what constitutes and what is required in the public record request. At least annually, training is provided to staff regarding public records and open meeting.*
2. How many public records requests did your agency receive in the calendar year 2013?  
*311 requests were logged in for 2013. The requests are usually for summary minutes of hearings, but we also receive many requests for documents regarding parole violations.*
    - a. How many through May 2014? *205 requests were logged in.*
  3. Of those requests, how many were granted in full? *None of the requests were logged in as denied. This, again, may be a record-keeping issue which management is addressing. Attorneys and others may request a copy of a non-public record document, i.e., hearing officer report, and that may have gone directly to another staff member and not have been logged in.*
    - a. How many were denied in part? *None. If the request can only be granted "in part", we generally go through the Deputy AG to assist in the response.*
    - b. In full? *516 through 7/2014.*
  4. Do you have frequent requesters? *Yes: families of offenders; offenders requesting minutes and violation documents; victims; attorneys; prosecutors.*

5. For each request, please provide the following information:

a. Type of record requested

*Minutes of all types of hearings and reviews conducted by the Commission is the main records requested. The Commission conducts over 300+ hearings and reviews each month. Currently, we are not recording they "type" of hearing/review minutes being requested. (Management is looking into this to determine if records need to be more detailed.)*

i. How many of each type of record was requested in total for the year?  
*254 requests for minutes through 7/24/14.*

b. Granted/Denied in Part/Denied in Full

i. How many of each?  
*All were granted.*

c. Reason for denial whether in whole or in part

*N/A*

d. Time elapsed for response

*Most requests take two (2) up to weeks to process, unless the record is immediately available. An initial letter/memo is submitted advising the record will be submitted within two (2) weeks. (NOTE: This agency takes public requests seriously. Historically, summary minutes of hearings/reviews took much longer. Processes have been changed to eliminate some of the record-keeping that prevented records submission.)*

e. If the time elapsed was more than the statutory 3-day standard, why? Please explain.

*As most requests are for summary minutes of hearings/reviews, a request could be made during a hearing session and it takes time to edit and approve such minutes. Locating records prior to 1992 takes additional time as these documents are not on the computer. The offender computer system that we use does not include information from 1994 and prior, so locating those records will require retrieval from State archives, which can take some time.*

f. If the time elapsed was more than the statutory extended 10-day standard, why? Please explain

*Same as "e." above.*

g. What fees did you charge? Please itemize the charges-labor, copying fees, etc...

*The Commission has not charged fees for any request. Should the request be very lengthy, the Deputy AG is contacted and the requestor would be advised of the amount to submit for copies of the record.*

h. Did you provide the first 100 pages and first two hours of labor free, as required by statute? Why or why not?

*N/A. We have not had a lengthy request for records.*

i. Type of requester: individual, law firm, NPO, etc..

*Individuals include offenders; offender families or friends; victims; attorneys; prosecutors.*

j. Volume of request

*The agency does not count the number of pages supplied as requesters are not charged a fee. One request for summary minutes might be 20 pages for multiple hearings conducted.*

k. Were records provided to the requester with redactions?

*No – our documents are either public record or statutorily non-public record, i.e. hearing officer reports for parole grant hearings.*

i. If so, please describe the extent of redactions and the labor cost charged for the redaction.

*N/A*

l. In what medium were records provided?

*Paper copies or via email. Records requests that come through the front office, are sent out as paper. Many people request through email, and those are usually submitted via email.*

m. Did the requester dispute the decision?

*N/A – none denied.*

i. If so, what was the outcome?

*N/A*

ii. Did the request go to court?

*N/A*

1. If so, what was the outcome

*N/A*

iii. What type of staffer responded to the records request?

1. Please list all

*Administrative Support Staff*

*Hearings Manager*

*Executive Director*

*Victim Coordinator*

*Hearing Officers*

n. Anything unusual about this request?

*No*