

Idaho State Appellate Public Defender's response to the State Agency Public Records Questionnaire

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

All requests come directly to me for review. If approved, I assign an assistant to send out the necessary documents. If reports from our case management system need to be run, I have my paralegal run them.

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

None.

- b. How could it be improved?

I could use training on the public records law – what it covers and what it doesn't.

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

Three. One for the SAPD and two for the criminal justice commission.

- a. How many through May 2014?

One.

3. Of those requests, how many were granted in full? All.

- a. How many were denied in part?
- b. In full?

4. Do you have frequent requesters? No.

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

- a. Type of record requested

In 2013, two were inmate requests for a copy of the National Legal Aid and Defender's Association report on Idaho's public defense system. One was a request from the ACLU regarding the SAPD's caseloads and case outcomes for the previous ten years. In 2014, we received an inmate request for a copy of the recommendations from the Criminal Justice Commission's public defense subcommittee.

- i. How many of each type of record was requested in total for the year? See above.

- b. Granted/Denied in Part/Denied in Full

- i. How many of each? All requests were granted.

- c. Reason for denial whether in whole or in part
- d. Time elapsed for response **For the inmate requests, one day. For the caseload and outcome data three days.**
- e. If the time elapsed was more than the statutory 3-day standard, why? Please explain.
- f. If the time elapsed was more than the statutory extended 10-day standard, why? Please explain
- g. What fees did you charge? Please itemize the charges-labor, copying fees, etc...
None. Since the data could be downloaded and emailed there were no copying fees. I did not charge for the labor.
- h. Did you provide the first 100 pages and first two hours of labor free, as required by statute? Why or why not? **Yes.**
- i. Type of requester: individual, law firm, NPO, etc.. **Inmates and ACLU.**
- j. Volume of request **All were small or easily provided using our case management software.**
- k. Were records provided to the requester with redactions? **No.**
 - i. If so, please describe the extent of redactions and the labor cost charged for the redaction.
- l. In what medium were records provided? **Hard copies to the inmates. Electronic reports to the ACLU.**
- m. Did the requester dispute the decision? **No.**
 - i. If so, what was the outcome?
 - ii. Did the request go to court?
 - 1. If so, what was the outcome
 - iii. What type of staffer responded to the records request?
 - 1. Please list all
- n. Anything unusual about this request? **No.**