

State Agency Public Records Questionnaire

1. Please describe your current public records request process and policy for maintaining records that may be requested. [The Idaho State Liquor Division \(ISLD\) is in the process of formalizing its Public Record Request Process. Public Records Requests of the ISLD are very infrequent.](#)
 - a. What are the issues, if any, you see with your current office process and policy?
 - b. How could it be improved?
2. How many public records requests did your agency receive in the calendar year 2013? [Approximately eight.](#)
 - a. How many through May 2014? [Two.](#)
3. Of those requests, how many were granted in full? [All](#)
 - a. How many were denied in part? [None](#)
 - b. In full? [None.](#)
4. Do you have frequent requesters? [There are no frequent requestors. However, the Idaho Statesman makes the same request annually.](#)
5. For each request, please provide the following information:
 - a. Type of record requested [The Idaho Statesman requests a list of each licensee \(bar/restaurant\) and its purchases from the ISLD in a given fiscal year.](#)
 - i. How many of each type of record was requested in total for the year? [This specific report is requested from 3 or 4 parties per year.](#)
 - b. Granted/Denied in Part/Denied in Full
 - i. How many of each? [Granted in each case.](#)
 - c. Reason for denial whether in whole or in part
 - d. Time elapsed for response. [Response was provided same day of request.](#)
 - 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? [None.](#) Please itemize the charges-labor, copying fees, etc...
 - h. Did you provide the first 100 pages and first two hours of labor free, as required by statute? [Yes.](#) Why or why not?
 - i. Type of requester: individual, law firm, NPO, etc..
 - j. Volume of request
 - k. Were records provided to the requester with redactions?
 - i. If so, please describe the extent of redactions and the labor cost charged for the redaction.
 - l. In what medium were records provided? [A PDF file is emailed to the requestor.](#)
 - m. Did the requester dispute the decision?
 - 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.