

State Agency Public Records Questionnaire

1. Please describe your current public records request process and policy for maintaining records that may be requested. **The Office of Drug Policy does not currently have in place a process or policy regarding public records.**
 - a. What are the issues, if any, you see with your current office process and policy? **ODP will need to develop office process and policy in the event that the agency receives a public records request.**
 - b. How could it be improved?
2. How many public records requests did your agency receive in the calendar year 2013? **One (1)**
 - a. How many through May 2014? **None**
3. Of those requests, how many were granted in full? **One (1)**
 - a. How many were denied in part? **None**
 - b. In full? **None**
4. Do you have frequent requesters? **No**
5. For each request, please provide the following information:
 - a. Type of record requested **Data sources, research studies**
 - i. How many of each type of record was requested in total for the year? **One (1)**
 - b. Granted/Denied in Part/Denied in Full
 - i. How many of each? **One (1) granted**
 - c. Reason for denial whether in whole or in part **NA**
 - d. Time elapsed for response **One day**
 - e. If the time elapsed was more than the statutory 3-day standard, why? Please explain. **NA**
 - f. If the time elapsed was more than the statutory extended 10-day standard, why? Please explain **NA**
 - g. What fees did you charge? Please itemize the charges-labor, copying fees, etc... **None**
 - h. Did you provide the first 100 pages and first two hours of labor free, as required by statute? Why or why not? **Yes, it is required by statute and the request was easily granted.**
 - i. Type of requester: individual, law firm, NPO, etc.. **Individual**
 - j. Volume of request **Three (3) pages**
 - k. Were records provided to the requester with redactions? **Not necessary**
 - i. If so, please describe the extent of redactions and the labor cost charged for the redaction. **NA**
 - l. In what medium were records provided? **Electronic email reply as requested**
 - m. Did the requester dispute the decision? **No**
 - i. If so, what was the outcome?

- ii. Did the request go to court? **No**
 - 1. If so, what was the outcome
- iii. What type of staffer responded to the records request? **Administrator**
 - 1. Please list all
- n. Anything unusual about this request? **No**