



*Executive Department  
State of Idaho*

*State Capitol  
Boise*

**EXECUTIVE DEPARTMENT  
STATE OF IDAHO  
BOISE**

**EXECUTIVE ORDER No. 2026-04**

**PROMOTING TRANSPARENT, TIMELY, AND GOOD-FAITH INFORMATION SHARING  
BETWEEN EXECUTIVE AND LEGISLATIVE BRANCHES**

*WHEREAS, the Constitution of the State vests the executive power of the State in the Governor and charges the Governor with ensuring that the laws are faithfully executed; and*

*WHEREAS, the effective administration of State government requires appropriate good-faith communications and coordination between the executive and legislative branches; and*

*WHEREAS, members of the State Legislature regularly require access to records, information, and data maintained by executive agencies in order to carry out their legislative responsibilities; and*

*WHEREAS, executive agencies maintain records, information, and data that are necessary for informed policymaking, legislative analysis, and the evaluation of the effectiveness of State programs and services; and*

*WHEREAS, the timely, consistent, and complete sharing of records, information, and data in good faith between executive agencies and members of the Legislature promotes transparency, accountability, and informed decision making; and*

*WHEREAS, it is therefore appropriate to establish guidelines governing the manner in which executive agencies provide records, information, and data to members of the Legislature and its staff.*

*NOW, THEREFORE I, Brad Little, Governor of the State of Idaho, by virtue of the authority vested in me by the Constitution and laws of this state do hereby order:*

- 1. All executive departments, offices, and institutions of the State (agencies) shall designate a staff member to serve as the point of contact (POC) for all legislative requests for records, information, and data. The POC must be familiar with and have a working knowledge of the records, information, and data maintained by the agency.*
- 2. Absent a legislative request for records, information, or data, an agency employee may in good faith provide records, information, or data directly to a legislator or legislative staff for the purpose of enabling a legislator to make fully informed policy decisions. Agency employees may voluntarily notify the POC of records, information, or data provided directly to a legislator or legislative staff for purposes of agency awareness and coordination.*
- 3. All legislative requests for records, information, or data received by an agency employee other than the POC shall immediately be forwarded to the POC upon receipt.*
- 4. The POC shall route each legislative request to those agency employees responsible for the requested records, information, or data, as well as the agency head (director or administrator), as soon as possible and within no later than twenty-four (24) hours.*
- 5. The agency head shall immediately inform the agency's DFM analyst and Governor's Office contact of all legislative requests received.*

6. *Unless a different deadline is specified in the legislative request, the POC shall acknowledge receipt of the request on behalf of the agency within three (3) working days and shall provide a substantive response within ten (10) working days of receipt. All reasonable efforts shall be made to respond to the request without unnecessarily using the entire ten (10) day response period.*
7. *If the agency cannot reasonably provide a substantive response within ten (10) working days, the POC shall within that period provide written notice to the requestor explaining the reason for delay and provide a date certain for a response not to exceed an additional ten (10) working days, absent extraordinary circumstances.*
8. *A substantive response may include records, data, explanations, analysis, or other information responsive to the request, including identification of information not maintained by the agency.*
9. *Nothing in this executive order requires or authorizes the disclosure of records, information, or data made confidential by State or federal law or otherwise exempt from disclosure under the Idaho Public Records Act. In the event of any redaction or non-disclosure of records, the agency shall identify the legal basis for redaction or nondisclosure and provide any reasonably segregable nonconfidential records in accordance with the Idaho Public Records Act.*



*IN WITNESS WHEREOF, I have hereunto set my hand and caused to be affixed the Great Seal of the State of Idaho on this 31<sup>st</sup> day of March in the year of our Lord two thousand and twenty-six.*

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PHIL MCGRANE  
SECRETARY OF STATE

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BRAD LITTLE  
GOVERNOR