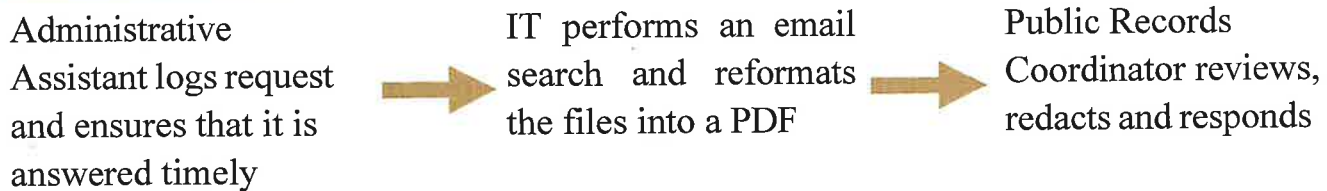




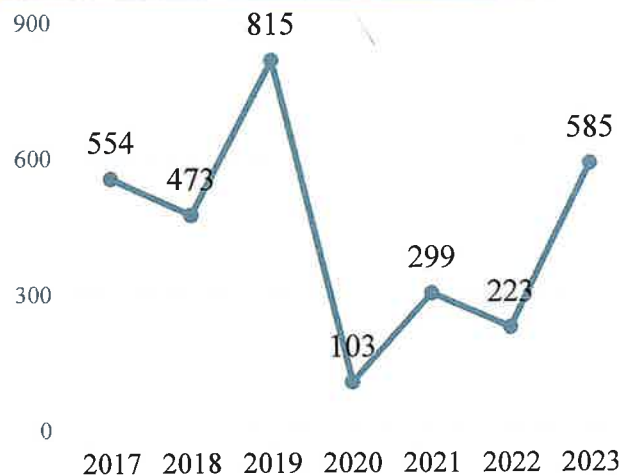
IDAHO LEGISLATIVE SERVICES OFFICE

PUBLIC RECORDS REQUEST OVERVIEW

▣ LSO Public Records Request Process



Public Records Requests By Calendar Year



Public Records Requests By Origin of Request

Year	Request Originating In-State	Request Originating Out of Idaho
	# of total searches completed	
2021	254	45
2022	96	127
2023	279	306
Total hours spent responding		
2021	62	19.25
2022	37.8	25.25
2023	53.77	86.5
Average time to complete per Request in minutes		
2023	11.56	16.96

2023 Overview

- Received 585 public records requests
- 120,000+ pages have been reviewed
- 140+ hours spent by staff searching, reformatting, reviewing, redacting and responding

Challenges to the Process

- Requirement to complete in 3-10 days pulls staff from other projects
- Can't predict number/type of requests
- In Session: members are busy and sometimes difficult to reach
- Interim: members are working, traveling, not checking email as often



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PUBLIC RECORDS REQUEST OVERVIEW

LSO Public Records Statutory Changes

- Records consisting of draft legislation and documents related to draft legislation, including requests for research or analysis submitted to the legislative services office by a member of the Idaho legislature and any documents related to such request. 74-109(1) **updated 2020**
- Records consisting of personal communication by a member of the Idaho legislature or between members of the Idaho legislature that does not relate to the conduct or administration of the public's business. 74-109(2) **updated 2020**
- Personally identifying information relating to a private citizen contained in a writing to or from a member of the Idaho legislature... 74-109(3) **new 2020**
- "Public record" includes, but is not limited to, any writing containing information relating to the conduct or administration of the public's business prepared, owned, used or retained by any state agency, independent public body corporate and politic or local agency regardless of physical form or characteristics. Provided, however, that personal notes created by a public official solely for his own use shall not be a public record as long as such personal notes are not shared with any other person or entity. 74-101(13) **new 2020**
- A public agency or independent public body corporate and politic may require that a request for public records be submitted to it in writing that specifically describes the subject matter and records sought, including a specific date range for when the records sought, were created. The requesting party shall be as specific as possible when requesting records. A request shall describe records sought in sufficient detail to enable the public body to locate such records with reasonable effort. A request shall also provide the requester's name, mailing address, e-mail address and telephone number. 74-102(4) **updated 2020**
- Public Records requests shall be submitted contemporaneously to the legislature and the Legislative Services Office. 74-126(3) **new 2022**
- A Public Records Request must clearly indicate that it is a public records request. 74-103(1) **new 2022**