

Hauser Lake Fire Protection District

Policy Statement Administration: Public Records

Effective Date: 7 / 1 / 08
Revised: 2 / 8 / 16

Policy 007

Purpose: This policy is required and intends to meet the requirements of Idaho Code §§ 74.

History: The District is requested from time to time to make available the District's records to the public for various reasons.

ACCESS TO PUBLIC RECORDS

1. **Public Record:** Public records of Hauser Lake Fire Protection District include any writing, film, video recording, disk, recording or data compilation containing information relating to the conduct of performance of any governmental function prepared, owned, used or retained by the District except records and information exempt from public inspection and copying under Idaho Code § 74-105 through 74-108 or 74-124 or other applicable statutes.
2. **Public Records Availability:** All public records of the District as defined above are available for public inspection and copying pursuant to these rules and Idaho Code 74-102, except as otherwise provided by Idaho Code and other applicable statutes.
3. **Location of Records:** The District's public records shall be maintained at the District headquarters station in the custody of the District Secretary and Fire Chief who shall be responsible for the implementation of these rules.
4. **Hours for Inspection and Copying:** Public records shall be available for inspection and copying by appointment and by written request with response being three days or as stipulated in Idaho Code 74-103.
5. **Request for Public Records:** In accordance with the provisions of Idaho Code 74-113 public records may be inspected and copied or copies obtained by members of the public as follows:
 - 5.1 Request shall be made in writing to the District records custodian and shall include the following information:
 - 5.1.1 The name and address of the person requesting the record
 - 5.1.2 The time of day and calendar date on which the request is made
 - 5.1.3 The nature of the request
 - 5.2 In all cases, in which a member of the public makes a request, it shall be the obligation of the employee to whom the request is made to assist the member of the public in appropriately identifying the public record requested and by responding in time agreed upon on request sheet.

6. Fees: Except for fees that are authorized or prescribed under other provisions of Idaho law, no fee shall be charged for the first two (2) hours of labor in responding to a request for public records, or for copying the first one hundred (100) pages of paper records that are requested.. The following charges shall be imposed to reimburse the District for cost incurred in providing public records. In the event the District is requested to mail the requested copies, an additional charge in the amount of the actual or estimated postage shall be made.

6.1 General Records: The District shall charge a fee of twenty-five cents (\$.25) per page for providing copies of each additional page of a District record. The District may also recover any other actual costs incurred in providing copies of records as provided by Idaho Code 74-102.

7. Exemption from Public Inspection

7.1 The District reserves the right to determine that a record requested is exempt in whole or in part from public inspection under Idaho Code § 74, HIPPA regulations or other applicable statutes.

7.2 In accordance with Idaho Code §§ 74, the District reserves the right to delete identifying details when it makes available any public record in any case where there is reason to believe that disclosure of details would be an invasion of personal privacy protected by law. The employee who deletes information shall fully justify the deletion in writing.

8. Review of Denials

8.1 Any person who objects to the denial of a request to inspect or copy a public record must follow the process set forth in Idaho Code § 74-115.

Approved

____Lisa Wendle_____
Commissioner

Date: 2/8/2016