



**STATE OF IDAHO MILITARY DIVISION
BUREAU OF HOMELAND SECURITY**

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GOVERNOR

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June 19, 2014

MEMORANDUM FOR All Members of the Bureau of Homeland Security, the General Public and other Organizations and Customers

SUBJECT: Public Records Request Policy and Procedures (BHS-11)

1. The Idaho Bureau of Homeland Security (BHS) has adopted this public records policy and procedure to provide access to public records while adhering to Idaho laws and statutes and recognizing staff, supply, and equipment limitations. It is BHS's policy to make every effort to fully comply with the Idaho Public Records Law by responding to records requests in a timely, accurate and courteous manner.
2. Acceptance of Requests
 - a. Written Request Required. Requests for copies of public records from the files of BHS or for the inspection of such records must be in writing and delivered as set forth in subsection 1(b). A person making a request must provide their name, mailing address and a current telephone number for the purposes of providing a response and clarifying the request, if necessary.
 - b. Designated Staff Member. Requests must be made to the Public Information Officer (PIO) and hand delivered, sent by U.S. Mail or a delivery service such as Federal Express, or sent by e-mail to the Public Information Officer. Mail and delivery services must be addressed to the BHS's business address. E-mail must be sent to the Public Information Officer's current email as specified on the BHS website. If the Public Information Officer is away from the office for an extended length of time and unable to respond in a timely fashion, the BHS Director will designate another staff member to respond to requests for copies or inspection of records.
 - c. Mailing Address. The mailing address of BHS is 4040 Guard Street Building 600, Boise, ID 83705. The BHS PIO email address can be found at <http://www.bhs.idaho.gov/Pages/NewsRoom.aspx>. The phone number for the BHS Public Information Officer is 208-258-6595. eduncan@bhs.idaho.gov
 - d. Date of Receipt. The request will be identified as received on the date actually received by the Public Information Officer or the staff member designated to receive requests during an extended absence of the Public Information Officer. Requests submitted by a method or to a

person outside of the process set forth in subsections 1(a) and (b) may cause a delay in BHS' response.

3. Processing Requests

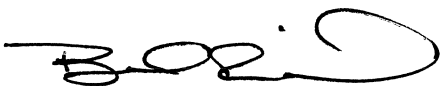
a. Initial Response. BHS will respond to requests in writing within three (3) business days of the date of receipt. Responses will be sent through the U.S. Mail. If it is determined by BHS that a longer period of time is needed to locate or retrieve the public records, BHS will notify in writing the person requesting to examine or copy the records and shall provide the public records within ten (10) working days. If BHS determines that the records will have to be converted from one electronic format to another and that such conversion cannot be completed within ten (10) working days, BHS will notify in writing the person requesting the records. BHS shall provide the converted public record at a time mutually agreed upon between BHS and the requestor.

b. Charges for Retrieval and Reproduction of Records. BHS has enacted the charges for retrieval and reproduction of records set forth on Appendix A. If BHS has a reasonable belief that a party or group requesting records is attempting to break down a large request for copies of records into a series of smaller requests for the purpose of avoiding the imposition charges, BHS will aggregate such requests for the purpose of determining charges and impose such charges on the aggregated request. Where it appears to BHS that its response to a request will result in the imposition of fees and charges in the excess of five dollars (\$5.00), BHS may require the requesting party to pay such fees and charges in advance of the retrieval and production of records. BHS will consider requests for a waiver of charges on a case-by-case basis.

c. Removal of Non-public Information. BHS will remove non-public information from records made available to requesting parties. Where non-public information is removed, BHS will have the removal reviewed by legal counsel and notify the requesting parties of the removal. The notice of denial or partial denial shall indicate the statutory authority for the denial and indicate the person's right to appeal the denial or partial denial and the time periods for doing so.

d. Examination of Records. Requesting parties may examine records at BHS offices. BHS is authorized to prevent alteration of any public record while it is being examined by having an employee present for the examination. An employee may not be available at all times that BHS offices are open due to staff limitations. The Public Information Officer may provide persons requesting the examination of records with a reasonable range of time periods in which the records are available for examination.

4. This policy will not be incorporated into any other type publication and will remain in effect until rescinded by proper authority.



Brad Richy, Brig Gen
Director, Idaho Bureau of Homeland Security