

LHTAC Public Records (Information) Request Guidelines

LHTAC follows the Idaho Public Records Law as outlined in Idaho Code §74-101 through 127 and summarized by the Idaho Office of Attorney General in the Idaho Public Records Law Manual which can be found here: [Public Records Manual](#).

A couple of important points to understand before we begin:

- LHTAC's primary public records custodian is the Administrative Manager (Mike Cram)
- LHTAC's alternate public records custodian, should the primary be absent, is the Administrator (Laila Kral)

- A public record is any written record or document including, but not limited to, emails, text messages, contracts, proposals, pictures, maps, or computer media. The most common public records that LHTAC controls are related to projects, either design or construction.

- Requests for public records need to be in writing (an e-mail is acceptable) and need to include the following:
 - Requester's name
 - Mailing address
 - Email address
 - Telephone number
 - Information requested as specific as possible.

The more specific the requester is, both with the topic and period for the records requested, the quicker the request will be able to be fulfilled and more likely the information provided is what they want. One item of note, according to Idaho Code, **we cannot ask them why they want the information requested.**

- Idaho law requires that we respond to the request within three business days, and we can take up to 10 business days to provide the information after initially responding.

- An unsuccessful solicitor on an RFI for design or CEI services will often ask to see the proposals of their competitors as well as the ranking of those proposals. If in writing, these requests can be fulfilled by an Agreement Administrator or Project Manager but ensure you carbon copy the Public Records Custodian on your response so they can keep an accurate record of the information being provided to the public.

IT SHOULD NEVER BE THE CASE WHERE A FIRM GETS ANYONE'S COMMENTS OR FEEDBACK BUT THEIR OWN.

THE NAMES AND AGENCY OF THE EVALUTORS SHOULD NEVER BE REVEALED AND SHOULD ALWAYS BE REDACTED. One good way to assist in ensuring evaluator anonymity

is to put all the comments for each question into one block so that reviewers cannot determine which evaluator is providing what comments.

If copies of agreements or contracts are ever provided, an individual's WAGE RATE and a FIRM'S OVERHEAD RATE should never be revealed (they should always be redacted).

- **ALL** other public information requests should to the Public Records Custodian. If you are in doubt as to whether a request qualifies as a public records request, please consult with the Public Records Custodian.

- By law, we can choose to charge for fulfilling public records requests if the request is going to require copying more than 100 pages or takes more than two hours of staff time. Generally, this is not the case and we do not charge. For extremely large requests, payment in advance may be required before the request is fulfilled.

Public Records Request

