


Idaho Department of Correction 	Policy	Title: Public Access to Records		Page: 1 of 2
		Control Number: 108	Version: 5.0	Adopted: 01-01-1991

Henry Atencio, deputy director, approved this document on 03/08//2016.

Open to the public: ☒ Yes ☐ No

Redacted version available: ☐ Yes ☐ No

Revision Summary
Revision date (03/08/2016) version 5.0: Significant rewrite and update to current statute and formatting standards.

BOARD OF CORRECTION IDAPA RULE NUMBER 108

Idaho Public Records Act

POLICY STATEMENT

It is the policy of the Idaho Board of Correction that all records maintained by the Department of Correction shall be open to the public for inspection and copying at all reasonable times, unless the information is specifically exempted from disclosure by law.

PURPOSE

The Idaho Public Records Act Title 74, Chapter 1 Idaho Code IDAPA 06.01.01, Rules of the Board of Correction, Section 108, Idaho Public Records Act, and the Idaho Public Records Law Manual published annually by the Office of the Attorney General will serve as the written authority for exempt vs. non-exempt records

The Disclosure of Idaho Department of Correction Records Under The Idaho Public Records Act Manual will be kept current with developments in relevant statutes, administrative rules and case law.

RESPONSIBILITY

The following department employees are designated as official custodians of department records for purposes of this policy:

Director;
Public Information Officer;
Central Records Sentencing Manager;
Division Administrators; and,
Facility Heads.

These employees may delegate the duties and responsibilities of custodians in order to more efficiently process public records requests.

Control Number: 108	Version: 5.0	Title: Public Access to Records	Page Number: 2 of 2
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Records custodians will be trained in accordance with the current Public Records Act and disclosure of Department of Correction records under the Idaho Public Records Law Manual. Any changes and/or updates in the statute, administrative rules and case law will require additional training.

The Department of Correction will follow the processes identified in the Disclosure of Idaho Department of Correction Records Under the Idaho Public Records Act Manual to fulfill its responsibilities of filling record requests under the Idaho Public Records Act.

DEFINITIONS

Custodian. Any person having personal custody and control of the public records in question. If no such designation is made by the public agency, then custodian means any public official having custody of, control of, or authorized access to public records and includes all delegates of such officials, employees or representatives.

Disclosure of Idaho Department of Correction Records under the Idaho Public Records Act Manual. Published by the Idaho Department of Correction. The purpose of this manual is to assist the IDOC record custodian in developing a clear understand of the Public Records Act as it applies to processing public records requests.

Idaho Public Records Law Manual. Published by the Office of the Attorney General. The purpose of this pamphlet is to educate citizens, the news media, and government of provisions of the Public Records Act.

Public Records. These include, but are not limited to, any writing containing information relating to the conduct or administration of the public's business prepared, owned, used or retained by the Department of Correction regardless of physical form or characteristics.

Writing. This includes, but is not limited to, handwriting, typewriting, printing, photostating, photographing and every means of recording, including letters, words, pictures, sounds or symbols or combination thereof, and all papers, maps, magnetic or paper tapes, photographic films and prints, magnetic or punched cards, discs, drums or other documents.

REFERENCES

Department Policy 120, Case Management Files.

Department Policy 225, Employee Personnel Records.

Disclosure of Idaho Department of Correction Records Under The Idaho Public Records Act Manual.

Title 74, Chapter 1, Idaho Code. Idaho Criminal Rule 32.

Idaho Public Records Law Manual, Office of the Attorney General.

IDAPA 06.01.01, Rules of the Board of Correction, Section 108, Idaho Public Records Act.

Standards for Adult Correctional Institutions, Third Edition, Standard 3-4377.

Standards for Health Services in Prisons, Standards P-06 and P-61.

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