



## Western Elmore County Recreation District (WECRD)

<b>Title:</b> Public Records Request Policy	<b>Effective Date:</b> March 1, 2010
<b>Number:</b> 2010-2	

### **Purpose:**

The purpose of the WECRD's Public Records request policy is to provide all persons access to the WECRD public records, as defined by Idaho Code §§ 9-350, in a manner that both complies with State and Federal law and is efficient and effective for both the WECRD and its members.

### **Overall Policy Guidelines**

This Records Request Policy is established by the Board of Directors of the Western Elmore WECRD Recreation District.

- Every person making public records request must submit in person, by fax, by mail or by electronic mail a completed and signed WECRD Document Request Form. This request form is available at the WECRD office or website at <http://www.wecrd.org/>.
- Upon arrival the WECRD Secretary shall stamp all WECRD Document Request Forms as "received" with date and initials. Electronic mail will be printed, stamped and handled as received when printed. Sender may want to call WECRD to verify receipt of email.\*
- The WECRD shall make every effort to respond to the request within 3 working days of the date received. If a longer period of time is needed to retrieve and copy the material, the WECRD shall notify the requester in writing and shall provide the material to the person within 10 working days from the date the request was received.
- All individuals making a public records request may examine copies of said public records on the WECRD premises or the individual(s) may take copies of said public records subject to required fees in the WECRD Copy Fee Schedule. Said WECRD Copy Fee Schedule is available at the WECRD office or from its website.
- The district also adopts as part of its policy the procedures related to the request of public records, and the response to request for public records that are contained in Idaho Code §§ 9-337 through 9-350. Individuals can review these statutes at <http://legislature.idaho.gov/idstat/TOC/IDStatutesTOC.htm>.
- The intent of the WECRD is to accept and respond to all public records requests in accordance with the laws of the State of Idaho and Federal Laws. To the extent any portion of this policy is found to be in conflict with the laws of the State of Idaho or Federal law by a court of competent jurisdiction, the Idaho and Federal Laws shall become the policy of the WECRD relating to the conflicting portion of this policy, and all remaining portions of this policy shall remain in full force and effect.

\*If an individual submits a Public Records Request Form via electronic mail, the WECRD cannot guarantee the receipt of the electronic mail from the requestor. The requesting party is responsible to ensure that the WECRD receives the electronic mail request. If the electronic mail is received by the WECRD, the WECRD will reply to the electronic mail via electronic mail and inform the requestor that the electronic mail was received, print the fully completed Public Records Request Form, and stamp the request form "Received" as indicated in paragraph 2 of this policy. The date the form is stamped "received" shall be the date on which the form is deemed received by the WECRD.