



Idaho Soil & Water Conservation Commission (ISWCC)

Public Records Requests

Requests for information to ISWCC generally fall into two categories: general information request or public records request.

General Information Request

A general information request includes, but is not limited to, information pertaining to how ISWCC operates and requests for copies of agency policies, forms, procedures, pamphlets, booklets, and other printed information designed for distribution.

General information requests can typically be made and answered through a phone call or [e-mail](#) to ISWCC.

Public Records Request

A public records request includes, but is not limited to, written documents and electronic files containing information relating to the conduct or administration of the public's business prepared, owned, used or retained by ISWCC. All persons requesting access to ISWCC records are required to make a written request.

While most agency records are available to the public, certain records may be withheld from disclosure due to their confidential nature; the exceptions to public record disclosure are described in the [Idaho Public Records Law Manual](#).

Submitting a Public Records Request

Requests may be submitted via a hard copy form by email, fax, mail, or hand delivery to ISWCC Public Records Coordinator.

- [Public Records Request Form in Word format](#)
- [Public Records Request Form in PDF format](#)

Public Records Request Fees

Idaho Code authorizes ISWCC to establish a copying fee schedule reflecting the actual copying costs. No administrative or labor costs resulting from locating and providing a copy of the public record may be charged unless the request is for more than one hundred (100) pages, includes records from which nonpublic information must be deleted, or the actual labor associated with locating and copying documents for a request exceeds two person hours. Access the fee schedule and a fee waiver form [here](#).

Public Records Request Fees

Idaho Code §9-338 authorizes ISWCC to establish fees to recover actual costs associated with locating and copying documents in responding to a public records request (PRR). 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 PRR or for copying the first one hundred (100) pages of public records requested. ISWCC has established fees to recover the actual costs associated with locating and copying documents if:

- The request is for more than one hundred (100) pages of paper records.
- The request includes records from which nonpublic information must be deleted.
- The actual labor associated with responding to the request exceeds two (2) person hours.

Pursuant to Idaho Code §9-338, ISWCC establishes the following Public Records Request Fee Schedule:

Idaho Code Reference	Type of Work Involved	Costs
§9-338(10)(b)(i)	Photocopying more than 100 sheet pages on standard 8.5 × 11-inch paper	\$.02 per page black and white \$.08 per page color
§9-338(10)(c)	Photocopying on sheets other than standard 8.5 × 11-inch paper	Actual cost—varies depending on size
§9-338(10)(d)(e)	Where labor exceeds 2 person hours	\$11.00 per hour
§9-338(10)(d)(e)	Where review by the Office of the Attorney General is required	\$26.00 per hour
§9-338(10)(c)	Retrieval of archived information	\$2.50 per file \$3.00 per box
§9-338(10)(c)	Expedited retrieval of archived information	Additional \$10.00 fee for delivery

Idaho Code Reference	Type of Work Involved	Costs
§9-338(10)(c)	Where ISWCC has an out-of-pocket cost	Actual cost
§9-338(10)(d)(i)	Where records are provided in the form of computer tape or disk, compact disc (CD), digital versatile disc (DVD), microfilm, or similar form	Actual cost
§9-338(10)(c)	Where copies of records are mailed or shipped	Actual cost
§9-338(10)(d)(ii)	Where ISWCC has a standard charge for selling information in the form of a publication	Standard cost for selling published information

- Copies or printouts will be duplexed whenever possible and treated as a single copy for the purpose of fee assessment.
- Idaho sales tax shall be assessed on copy fees and ISWCC's out-of-pocket costs.
- If ISWCC has reason to believe that a requester or group of requesters is attempting to break down a request into a series of requests for the purpose of avoiding fee assessment, ISWCC will aggregate such requests to determine the total fee and charge accordingly.
- When a PRR's cumulative costs are \$10.00 or less, it is ISWCC practice to forego any fee collection.

Fee Waiver

If you are asking that fees be waived for the processing of your request, complete the following form and submit along with a copy of your Request to Examine and/or Copy Public Records form.



Public Records Fee Waiver Request Form

Date: _____

First Name: _____

Last Name: _____

Business Name, Affiliation, or Representation: _____

Telephone: _____

Fax: _____

Email: _____

Mailing Address: _____

City: _____

State: _____

Zip: _____

The Idaho Soil & Water Conservation Commission shall not charge any cost or fee for copies or labor when the requester demonstrates that the requester's examination and/or copying of public records:

- (i) Is likely to contribute significantly to the public's understanding of the operations or activities of the government;
- (ii) Is not primarily in the individual interest of the requester including, but not limited to, the requester's interest in litigation in which the requester is or may become a party; and
- (iii) Will not occur if fees are charged because the requester has insufficient financial resources to pay such fees.

I, the requester, certify that I meet all criteria listed to qualify for a Public Records Request Fee Waiver.

Yes

No

Signature of Requester: _____

Send completed form to:

Email: info@swc.idaho.gov

Fax: 208.332.1799

Mail: Idaho Soil and Water Conservation Commission

Attention: PRR Coordinator

650 W State Street Room 145

Boise, ID 83702



Public Records Request Form

Date: _____
First Name: _____ Last Name: _____
Business Name, Affiliation, or Representation: _____
Telephone: _____ Fax: _____
Email: _____
Mailing Address: _____
City: _____ State: _____ Zip: _____

Description of public records requested for disclosure:
(Please include as much detail as possible. The more specific, the better we are able to respond to your request. Text field will expand to accommodate request.)

Idaho State Code exempts certain documents from public disclosure, in which case, you will be notified.

USE OF ANY LIST AS A MAILING LIST OR TELEPHONE LIST IS PROHIBITED BY IDAHO CODE §9-348 AND PUNISHABLE BY A CIVIL PENALTY UP TO \$1,000.

I certify that I will not use disclosed information for an illegal purpose. I also agree to reimburse the Idaho Soil and Water Conservation Commission according to the established fee schedule.

Yes No

Signature of Requester:

Send completed form to:

Email: info@swc.idaho.gov

Fax: 208.332.1790

Mail: Soil and Water Conservation Commission
Attention: PRR Coordinator
650 W State Street Room 145
Boise, ID 83702

To solicit a fee waiver, please fill out a Fee Waiver Request Form and submit with your Public Records Request.