



Public Records Request Fee Policy

PERSI is subject to the Idaho Public Records Act, Idaho Code section 74-101 – 74-126
<http://legislature.idaho.gov/idstat/Title74/T74CH1.htm>

Please refer to the Public Records Act for complete information as the discussion herein is provided for informational purposes only and is not a complete statement of the public records laws. You are advised to use the above link to review the public records act in its entirety and for a complete statement of the rights and obligations of both the requesting party and PERSI. PERSI will make every reasonable effort to fully comply with the Public Records Act by responding in a timely, accurate and courteous manner.

A fee for copying and/or actual labor costs associated with locating and copying documents may be charged if (1) the document exceeds 100 pages or (2) non-public information must be redacted (deleted) or (3) actual labor to respond to the request exceeds two (2) hours. When it appears to PERSI that its response will subject the requesting party to a charge of \$25 or more, PERSI will provide a reasonable estimate of the expected charges prior to acting on the request. Once such reasonable estimate has been provided, PERSI requires prepayment prior to acting on the public records request.

If a copying or labor fee is to be charged, the following will apply:

- A. There shall be no charge for providing copies of records that total 100 pages or less. A per page cost will be charged at actual cost for each copied document in excess of 100 pages.
- B. A labor fee will be charged if the agency is providing more than 100 pages of paper records or doing two (2) hours or more if work to complete the request. This fee shall be charged at the per hour rate of the lowest paid employee who is qualified to process the request.
- C. If the request requires redactions to be made by the agency's attorney, a fee may be charged in accordance with I.C. section 74-102(10)(e).
- D. Payment is required prior to filling the request for the public record. Payment shall be by check or money order only.

You can submit a public records request via email at the PERSI [contact us](#) webpage by selecting the subject line for "*Public Information Request*".