

**Latah County Library District
Administrative Policy
Approved March 22, 2005; Reviewed January 2006**

7.0 MANAGEMENT STATEMENTS

7.3 Public Records

Latah County Library District complies with Idaho Public Records Law (Idaho Code 9-337 to 9-350).

The intention is that all records maintained by the District be available for public access and copying. At the same time, the District recognizes the need to balance this policy of openness against the equally important need for privacy of certain information provided by citizens and businesses that is necessary for the conduct of the library's business.

DESIGNATED CUSTODIAN: The designated custodian of the Library's public records is the Director. The Director may delegate this responsibility to other staff in her/his absence.

ACCESS TO PUBLIC RECORDS: All records maintained by the District shall be open to the public for inspection and copying during hours the library is open, unless the information is specifically exempted from disclosure by law.

All requests should be referred to the Director, who will set a time when the records can be accessed and copied.

DESTROYING PUBLIC RECORDS: Wherever legal Latah County Library District will destroy public records as soon as possible after a transaction is completed.

EXEMPTED RECORDS:

- Personnel Information – The employment history, classification, pay grade and step, longevity, gross salary and salary history, status, and work place of any current and former employees are required to be disclosed to any person who requests the information. All other information is exempt.
- Library Circulation Records – These records will not be disclosed unless properly executed subpoenas or warrants are presented.

PROCEDURES FOR REQUESTING PUBLIC RECORDS:

- A written request for public records will not be required if the information can be routinely provided by the District.
- A request for records will be granted or denied within three (3) working days.
- If a longer time is required to locate and retrieve the requested records, a written request will be required. The designated custodian will determine whether the request can be granted within three (3) working days.
- All requests will be filled in whole or in part within ten (10) working days. If no answer is provided within ten (10) working days, the request will be deemed to be denied.
- No fee will be charged for examination of public records. If copies of public records are requested the charge will be equal to the copying fee the public is assessed.

SUBPOENA:

- If a subpoena is presented, direct the person or the paper to the Director, who will in turn direct it immediately to legal counsel.

WARRANT:

- If a warrant is presented, do not interfere with their search or seizure, and immediately call the Director.