



Public Records Request

Frequently Asked Questions

What is a public records request?

A public records request is a request made under Idaho's public records law by a member of the public, including other government agencies, to examine or copy records maintained by the Idaho Department of Environmental Quality (DEQ).

What is a public record?

A public record is any record, regardless of format, created or received by DEQ documenting the administration of DEQ business.

How are public records requests submitted?

Public records requests must be submitted in writing to DEQ via email, mail, fax, or hand-delivery. The simplest method is through the [Online Public Records Request Form](#).

Email: publicrecords@deq.idaho.gov

Fax: (208) 373-0143

Mail or drop-off:

Idaho Department of Environmental Quality
Attn: PRR Coordinator
1410 North Hilton St.
Boise, Idaho 83706

What information is needed in the description?

Provide details in your request. Include, when available, facility name(s) and address(es), prior facility name(s) and owner(s), county, type of records desired, time frame involved, etc. The more specific you are, the better we are able to respond to your request.

How long does DEQ have to respond to a public records request?

DEQ is required to respond to all public records requests within 3 working days following the date the request was received. If DEQ fails to respond to a request within 10 working days, regardless of the reason, the request is deemed denied. (Idaho Code § 74-103)

What if I receive an extension letter?

An extension letter is sent to the requester when more than 3 working days are required to fulfill the request. This notification informs the requester an additional 7 business days may be needed to fill the request.

What if I receive a denial or partial denial letter?

Certain records may be withheld from disclosure due to their confidential nature (Idaho Code §§ 74-104 through 74-120). All partial and full denials have undergone attorney review. The letter you receive specifies statutory provisions serving as the basis for your denial. You have the right to file an appeal within 180 days of the mailing date of the denial notice.

How do I determine possible fees associated with my request?

Public records request fees are outlined in the [Fee Schedule](#).

What if I m unable to cover the costs for my request?

You may submit a [Public Records Fee Waiver Request Form](#) for review. DEQ may waive any cost or fee for copies or labor when the requester demonstrates their request contributes significantly to the public’s understanding, does not pertain to the requester’s interest in litigation, and the requester has insufficient financial resources to cover any fees. (Idaho Code § 74-102(12)).

How am I billed for my request?

If there is a fee associated with the copying, printing, or mailing of your public records request and/or an associated DEQ out-of-pocket cost, you will receive a separate mailing containing an itemized invoice. You will then have 30 days to remit payment (Idaho Code § 74-102 (10)).

Who can I contact if you have a public records request question?

Whitney Rowley, DEQ’s Public Records Coordinator, can be reached by at (208) 373-0193 or via email at publicrecords@deq.idaho.gov.

Where can I find more information about public records requests?

- Idaho Statutes—[Public Records Act](#)
- [Attorney General’s Idaho Public Records Law Manual](#)
- [IDAPA 58 Title 01 Chapter 23](#)—Rules governing the protection and disclosure of records in the possession of the Idaho Department of Environmental Quality.