

Public Records Policy

Policy Statement

Portneuf District Library is committed to transparency and accountability and will provide access to public records in compliance with Idaho law, while also protecting confidential and exempt information, including patron records. Library circulation and patron-use records are confidential and shall not be disclosed except as permitted by law. Patron borrowing history is not retained and will only be retained at the patron's request.

Designation of Records Custodian

The Library Director is designated as the official custodian of records for the Library. The Director may delegate responsibilities to appropriate staff.

Public Records Requests

The Library Director or Assistant Director shall:

- Be the designated contacts for all public record requests.
- Accept requests submitted in writing, by email, mail, or in person.
- Ensure requests include enough detail to identify the records being requested.
- Respond to requests within three (3) working days, unless additional time is required by law.
- Notify the requester if additional time (up to ten (10) working days) is needed to fulfill the request.
- Provide the records, deny the request, or provide a timeline for completion.
- Provide records in the format requested when reasonably possible.
- Maintain a record of all requests and responses.

Exempt Records

The Library will not disclose records that are exempt under Idaho law, including but not limited to:

- Patron records and circulation history
- Personnel records where disclosure would violate privacy
- Records related to active legal matters or investigations
- Any records exempt under Idaho Code

If a record contains both exempt and non-exempt information, the exempt portions will be redacted and the remainder provided.

Fees

Fees for public records requests may be assessed pursuant to the Portneuf District Library Service Charges and Fees Schedule Policy and Idaho law.

Board Approved April 22, 2026.

Denial of Requests

If a request is denied in whole or in part, the Library will provide:

- Written notice of denial
- The legal basis for denial

Records Retention

The Library maintains public records in accordance with Idaho law. Records will be retained or disposed of in compliance with best practices and applicable law. Public records remain the property of the Library and may not be removed, altered, or destroyed except as authorized.