

PUBLIC RECORDS AND MEDIA INQUIRIES

Please send your request to:

Public Records Request
ATTN: Public Information Officer
Public Employee Retirement System of Idaho
P.O. Box 83720
Boise, Idaho 83720-0078

OR

Email: publicrecords@persi.idaho.gov

Fax: 208-334-2086

To make a public records request, we require it be made in writing. Please be specific about the records you are requesting, and include information about how to contact you if we have questions and where to send the records. Your request should contain the following information:

- Requestor's name, complete mailing address, phone, email address and fax number.
- The specific nature of the request, including:
 - Description of requested records (title, subject, date(s), policy, etc.)
 - How do you want your requested records sent (email or mail)

Generally, some types of records are not publically available. Individual member records are an example of records not publically available. Additional examples include, but not limited to:

- Beneficiaries
- Dependents
- Social Security number
- Age and birth date
- Contact information: mailing address, email address, phone number
- Deferred or defined contribution amounts

PUBLIC RECORDS

PERSI is subject to the Idaho Public Records Act, Idaho Code section 74-101 through 74-126.

<https://legislature.idaho.gov/statutesrules/idstat/title74/t74ch1/sect74-101/>. We recommend you use the provided link to review the public records act in its entirety and understand the rights and obligations of both the requesting party and PERSI.

Many records are available on the PERSI's website. Requestors are encouraged to view the records available on PERSI's website prior to submitting a public records request. The website includes records like:

- Comprehensive Annual Financial Report
- Contribution Rates
- Rulemaking
- Retirement Board meeting agendas and minutes
- Investment Reports, including private equity quarterly reports

If you have questions about what the types of public records are available to you, please refer to the Idaho Public Records Act for a complete description.

PUBLIC RECORDS REQUEST FEE POLICY

A fee for copying and/or actual labor costs associated with locating and copying records may be charged if:

- 1) The request exceeds 100 pages, the requestor will be charged per page (at actual cost) for each additional page. There is no charge for providing copies of records that total 100 pages or less.
- 2) It appears to PERSI that responding to the request will exceed two (2) hours of labor; PERSI will notify the requestor that they will be subjected to a charge of \$25 or more. PERSI will provide an estimate of the expected charges prior to fulfilling the information request. Once the requestor approves the estimate, PERSI will require payment in advance before fulfilling the information request.
- 3) The request requires redactions be made by the agency's attorney, a fee may be charged in accordance with I.C. section 74-102(10)(e).

NOTE: Accepted payment methods are check or money order only.

HOW WILL WE RESPOND

After receiving a records request, we will either:

- Provide the record(s).
- Deny the records request with an explanation and supporting statute(s).
- Acknowledge your request and give you an estimate of how long it will take to respond. Turnaround time is either three (3) or ten (10) business days. Additional time to respond to a request may be based upon the following:
 - To clarify the intent of the request;
 - To locate and assemble the information requested;
 - To notify third persons or agencies affected by the request; or
 - To determine whether any of the records requested are exempt, and if a denial should be made as to all or part of the request. Supporting statute(s) will be provided if all or part of the request is denied.