



# MONTANA DEPARTMENT OF ADMINISTRATION

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## Legislative Finance Committee

### Public Information Requests / HB 580 Quarterly Reporting

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As required by House Bill 580, passed in the 68<sup>th</sup> Legislative Session, the Department of Administration provides the following report associated with Public Information Requests.

#### Background:

The Department of Administration established the Office of Public Information Requests (OPIR) in July of 2023. Objectives of the office are to:

- establish common policies, standards, and procedures for handling requests.
- develop a centralized intake and output process.
- implement IT solutions for identifying, gathering, classifying, and producing records.
- enhance tracking and reporting of information requests.

To advance these objectives, the Department has:

- Established a centralized intake process. Beginning in October 2023, requestors are now directed to the OPIR website (<https://opir.mt.gov>) to submit a request.
- Acquired an enterprise software platform to facilitate the intake and response to public information requests. The new system will track and manage request submissions; enable collaboration across agencies when responding to requests; invoice requestors and track fee payments; and support reporting requirements in HB 580 and SB 232. Implementation of the system is underway.

#### Quarterly Reporting:

The required information outlined in HB 580 is provided in a separate Excel spreadsheet in addition to this summary document.

The spreadsheet includes all requests received for the period beginning April 1, 2024, and ending June 30, 2024 and the following information for each request:

- identity of each requestor;
- what information was requested;
- the date of the request;
- and status of the request whether completed or in progress.

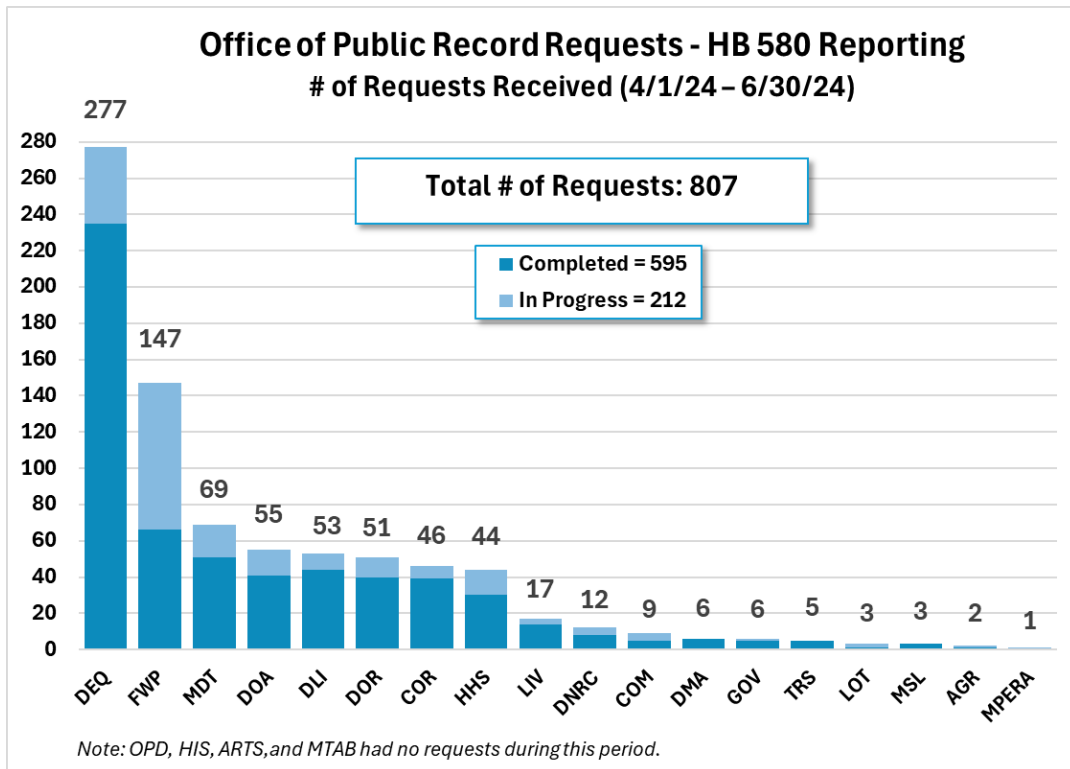
For all completed requests, the following information is provided:

- the date on which compliance with the request occurred;
- the number of hours to fulfill the request;
- the number of days the request remained open; and
- costs imposed on the requester to fulfill the request.

Requests noted as 'Completed' include requests in the following categories:

- requests fulfilled and information provided to requestor;
- requests withdrawn by the requestor;
- requests closed for non-payment (estimate provided to requestor and requestor did not respond or pay required fee within 30 days); and
- in very limited circumstances, the request was not fulfilled as the information requested was confidential.

Departments/Agencies included in this report are noted in the chart below along with the number of requests received. Please refer to the spreadsheet provided for details of each request.



For questions regarding the information provided in this report please contact the Department of Administration at 444-2460 or email doadirector@mt.gov.