

Freedom of Information Act (FOIA) Fire Investigation Records Decision Tree

When a Fire FOIA request is received the Idaho State FOIA Office sends an email to the applicable District Office. Fire staff will follow this Decision Tree to determine if records are releasable.

Is the Fire Investigation complete? A wildfire investigation is NOT complete until it has been closed or a Final Trespass Decision has been issued. The origin and cause determination is only one (1) piece of the investigation.

Yes

No

Complete Form ID-1278-5, marking, *Fire investigation is complete: Process as a standard FOIA request*. Email the form to the State Fire Trespass Coordinator for concurrence.

Is the FOIA requester involved in settlement negotiations related to the fire?

Yes

No

Is the requester asking for records allowable for release during an open investigation?

- INFORM Report, including Maps
- Dispatch Logs
- Weather Info and Weather Data
- Cost Summary Documents

Complete Form ID-1278-5, marking *Requester is not involved in potential settlement: Withhold all records under (b)(7)(A)*. Email form to State Fire Trespass Coordinator for concurrence.

Yes

No

Complete Form ID-1278-5, marking *Records are releasable after FOIA review: Process as a NTK*. Email Form to the State Fire Trespass Coordinator for concurrence.

Complete Form ID-1278-5, marking *Requested records are not releasable through the NTK Process: Withhold under (b)(7)(A)*. Email form to the State Fire Trespass Coordinator for concurrence.

Upon receipt of the completed Form ID 1278-5 the State Fire Trespass Coordinator takes appropriate action based on the form instructions.