



Public Information Requests Quarterly Report

July 2025

Office of Public Information Requests

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Background

As required by House Bill 580 (MCA 5-12-209), passed in the 68th Legislative Session, the Department of Administration provides the following report associated with Public Information Requests to the Legislative Finance Committee. 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 for attached agencies;
- implement IT solutions for identifying, gathering, classifying, and producing records; and
- 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 directed to the OPIR website (<https://opir.mt.gov>) to submit a request.
- Acquired an enterprise software platform, ArkCase, 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. ArkCase is now the central intake system for OPIR and all cabinet agencies.

Quarterly Reporting

The required information outlined in MCA 5-12-209 is provided in a separate Excel spreadsheet in addition to this summary document. This spreadsheet can be found on the Office of Public Information Requests' website at the following web address <https://opir.mt.gov/agencies>.

The spreadsheet includes all requests received for the period beginning April 1, 2025, and ending June 30, 2025. It also includes requests received from previous quarters that are still in progress or were completed this quarter.

The spreadsheet includes the following information for each request:

- the identity of each requestor;
- what information was requested;
- the date of the request; and
- the status of the requests—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 requestor to fulfill the request.

Requests noted as ‘Completed’ include requests in the following categories:

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- requests withdrawn by the requestor;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

Beginning April 2025, a ‘reading room’ was established where all public information requests received are published, including the response provided. This information is posted and available for a period of two years. To access the ‘reading room’ visit the following website

<https://mt-pir.arkcase.us/pir/portal/reading-room>.

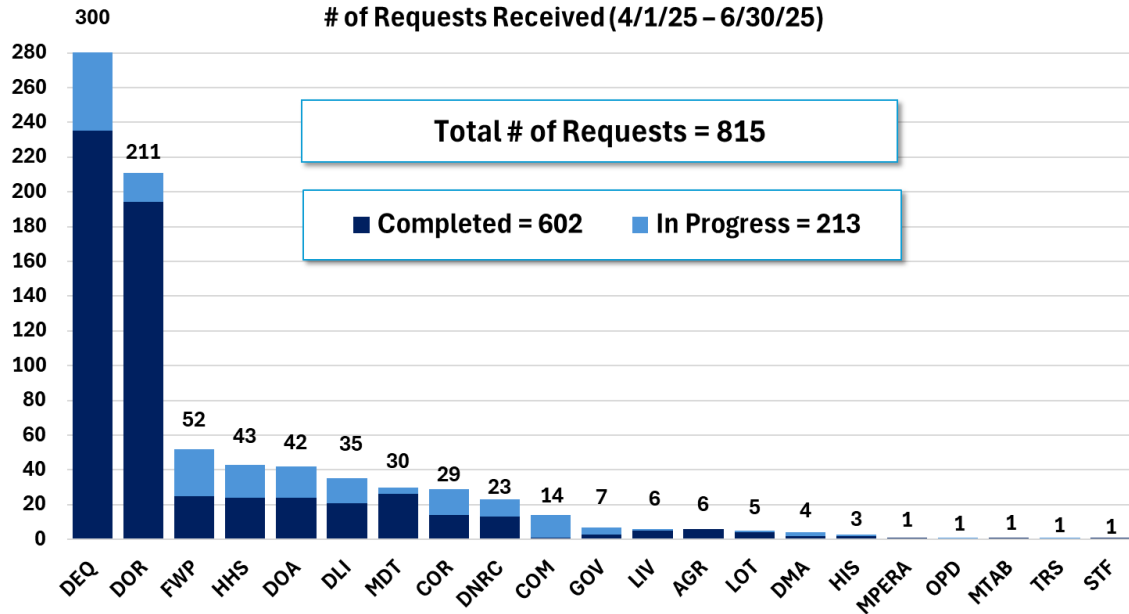
Statistics

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

This report reflects the first full fiscal year of reported data. As such, a trend chart is provided below for the total number of requests received during the five reported quarters.

Office of Public Record Requests

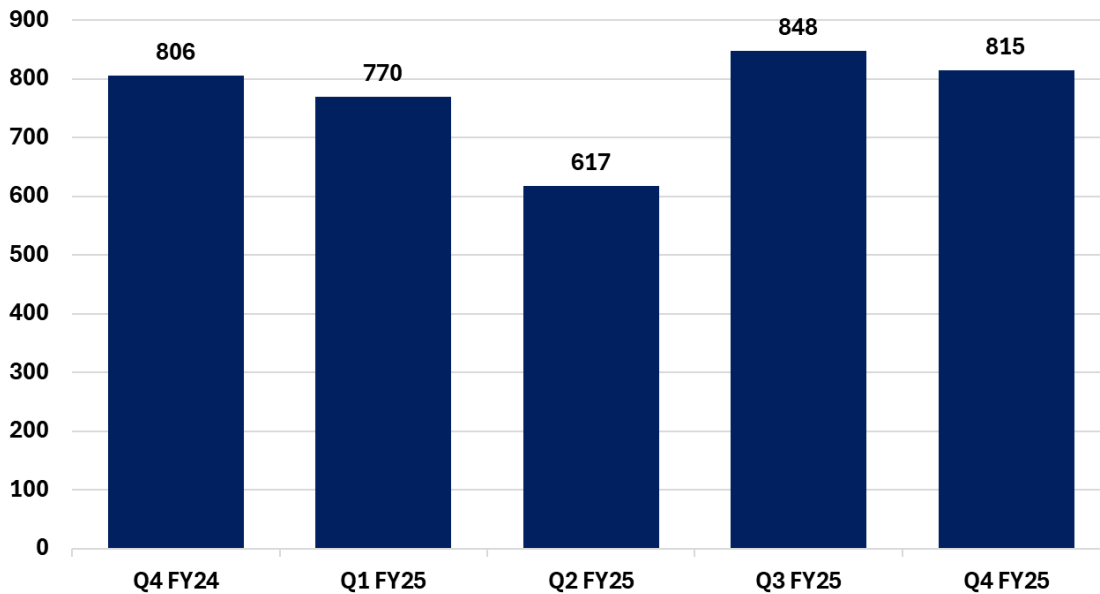
of Requests Received (4/1/25 – 6/30/25)



Note: MSL and ARTS had no requests during this period.

Office of Public Record Requests

of Requests Received by Fiscal Quarter



References

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

Additional references associated with public record requests required reporting are provided below.

OPIR Website: <https://opir.mt.gov>

Public Information Request Provisions [MCA 2-6-1006](#)

Public Information Request Reporting Requirements [MCA 5-12-209](#)

