

MEMORANDUM

To: Regional Offices
Adjudication Bureau
Water Allocation Bureau
Resource Protection Bureau

**Administrative Memorandum
Miscellaneous No. 11**

From: Norman C. Young *NCY*

RE: **AVAILABILITY OF AGENCY GUIDANCE DOCUMENTS**

Date: May 9, 1995

Section 67-5250, Idaho Code, provides that each agency shall index all guidance documents by subject. It also provides that the index and agency guidance documents shall be available for public inspection and copying at cost in the main office and regional offices of each agency.

"Agency guidance" means all written documents, other than rules, orders and pre-decisional material that are intended to guide agency actions affecting the rights and interests of persons outside the agency. "Agency guidance" shall include memoranda, manuals, policy statements, interpretations of law or rules and material that are of general applicability, whether prepared by the agency alone or jointly with other persons.

Typical information used by the department for "agency guidance" includes but is not limited to the following compilations:

1. Administrator's memorandums issued through the years in connection with various programs.
 - a. Many of these memorandums have either been superceded by promulgated rules, by changed statutes or changed procedures.
 - b. Julie Yarbrough has an up-to-date index for Administrator's Memorandums related to Resource Protection Bureau programs and Water Allocation Bureau programs. She will provide a copy of the index upon request.
2. SCA Protection Specialist Handbook - Vols. 1 and 2.
3. Field Examiner's Handbook.
4. Adjudication Claim Investigation Handbook.
5. Watermaster Handbook - March 1993.

In order to comply with Section 67-5250, Idaho Code, please inventory the types of guidance documents that are available for public inspection and use within the regional offices and other appropriate work units of Water Management Division. If your files are not complete, please seek and obtain the missing information and make sure it is available for public inspection and copying.