

**Subject:** Public Records Request Policy  
**Resolution Number:** 2019-25

**Approved By:** City Council  
**Effective Date:** 04/10/2019

### PURPOSE

The purpose of this policy is to outline procedures related to the request for examining or copying of records.

### SCOPE

This policy is applicable to all open records requests made for the City of Garnavillo.

### POLICY AND PROCEDURE

#### ***Background***

The City of Garnavillo’s public records request policy outlines the procedures associated with the handling of public records requests made to the City of Garnavillo. It is the City’s policy to respond to all requests made in accordance with Iowa Code Chapter 22.

Iowa Code Section 22.1 (2) requires government bodies to delegate an official or employee as a “lawful custodian” responsible for implementing the requirements of Iowa Code Chapter 22 and to provide that information to the public. The City’s “lawful custodian” is the City Clerk, or the City Clerk’s designee. All requests for public records should be made at the City Clerk’s office.

There are some exceptions that protect certain records and documents from public disclosure. Most exceptions are listed in Iowa Code Section 22.7; others are provided elsewhere in the Iowa Code or by federal law.

While the City recognizes the right to access public records maintained by the City, the City may incur expenses and staff time to respond to record requests, and the law requires the City to comply with records requests within reasonable time limits and permits the City to charge reasonable fees reflecting the costs to produce copies and for staff to prepare documents.

#### ***Requests***

*Routine requests:* Routine requests are those expected to be completed within 15 minutes and involving fewer than 10 pages of material. Examples of routine records requests include, but are not limited to, a resident’s request for copies of their own billing records, meeting minutes or agendas, and specific resolutions or ordinances.

*Non-routine requests:* Non-routine requests are expected to take longer than 15 minutes to complete or involve more than 10 pages of material.

### ***Policy***

For efficiency, the City prefers that requests for information be made in writing. However, requests may be made in writing, by telephone, through e-mail, through fax, or in person. Requestors should leave contact information so that the City is able to contact them with information regarding their request.

The City will provide paper copies of the requests. Responses provided in any other media are at the city's discretion and may incur additional fees.

### ***Copy charges***

The following fees and costs may be charged pursuant to Iowa Code Chapter 22 for access and/or copies of public records maintained by the City of Garnavillo.

|               |                             | <b>Fee</b>  |
|---------------|-----------------------------|-------------|
| Black & White | Single Sided-8.5x11, 8.5x14 | \$0.10/page |
|               | Single Sided-11x17          | \$0.15/page |
|               | Double Sided-8.5x11, 8.5x14 | \$0.15/page |
|               | Double Sided-11x17          | \$0.20/page |
| Color         | Single Sided-8.5x11, 8.5x14 | \$0.50/page |
|               | Single Sided-11x17          | \$0.60/page |
|               | Double Sided-8.5x11, 8.5x14 | \$0.60/page |
|               | Double Sided-11x17          | \$1.20/page |

### ***Postage charges***

If the requester chooses to have records mailed to them, postage will be charged at actual cost.

### ***Labor charges***

The first 15 minutes of routine requests provided by city staff in any search, preparation, retrieval, or supervision of examination of open records will be free of charge. The 15 minutes is calculated based on time spent fulfilling any requests placed in the same month by any one individual. For non-routine requests performed by city staff, requestors will be charged for labor of the city staff exceeding the 15 minutes, and rounding up to 15 minute intervals. The charge will be based on the actual wages of the employees performing the services. The labor charges will not include the costs of employee benefits.

All public record examinations and copying will be done under the supervision of the lawful custodian of the records, or their designee. Unless a requestor makes other arrangements with the City, requested records will be available for the requestor's review for a period of one week after notification to the requestor that the originals are available.

### *Estimated Response Time*

The City will make a good faith effort to provide access to public records as soon as possible. The City shall comply with Iowa Code section 22.8(d) regarding fulfillment of a request for a public record. However, fulfillment of a request for a copy of a public record will be contingent upon receipt of payment of expenses to be incurred in fulfilling the request. Such estimated expenses will be communicated to the requestor upon receipt of the request.