



CITY OF WEST BURLINGTON REQUEST FOR EXAMINATION OR COPYING OF RECORDS

Request for Public Records Information

Chapter 22 of the Iowa Code, Examination of Public Records (Open Records), was enacted to permit the citizens of Iowa broad and easy access to public documents. The citizens of Iowa have the right to obtain information relating to their government and to participate in the government process more fully. Iowa Code defines public records as:

. . . all records, documents, tape, or other information, stored or preserved in any medium, of or belonging to this state or any county, city, township, school corporation, political subdivision, nonprofit corporation other than a fair conducting a fair event as provided in chapter 174, whose facilities or indebtedness are supported in whole or in part with property tax revenue and which is licensed to conduct pari-mutuel wagering according to chapter 99D, or tax-supported district in this state, or any branch, department, board, bureau, commission, council, or committee of any of the foregoing.

. . . all records relating to the investment of public funds including but not limited to investment policies, instructions, trading orders, or contracts, whether in the custody of the public body responsible for the public funds or a fiduciary or other third party.

Iowa Code 22.1(3)(a) and (b)

However, certain types of documents are specifically excluded from disclosure, and therefore, from public access. These exceptions can be found in Iowa Code 22.7.

Availability of a Public Record

Open records will be available to the public during regular office hours, which are 8:00 a.m. to 4:00 p.m., Monday through Friday (except designated holidays). Immediate access to records may be affected by a good faith effort to: verify the scope of the record's request, locate the specific records requested, and determine whether any of the records or information contained within is confidential in nature. The City of West Burlington will make every effort to provide the public with access to public records in a prompt and efficient manner. If the City of West Burlington discovers that circumstances will prolong a timely response, the office will notify the requestor at once and make alternate arrangements to provide the response in a manner that is satisfactory to the requestor.

Confidential records may be withheld, and confidential information within an otherwise open record may be redacted before a record is released for public examination and copying. If a confidential record is withheld from examination and copying, or confidential information within an otherwise open record is redacted, the City of West Burlington will identify the document(s) and cite the applicable provision of law, which supports the decision to withhold the confidential information from public examination.

Requests for a Public Record

The city of West Burlington will fulfill requests for a copy of a public record received in writing, by telephone, or in person. A written request will assist in ensuring the City of West Burlington's accuracy in responding to the request. The request must reasonably describe the records requested so that they can be identified, located, and retrieved by City of West Burlington staff. Persons who submit a written request for public records should also provide a contact name, address, and telephone number to facilitate effective communication with the City of West Burlington regarding the request.

Public records may be viewed (inspected) in the City Clerk's office, 122 Broadway Street, West Burlington, Iowa 52655. The person inspecting the records shall not damage, disorganize, or remove any such records from the

City of West Burlington. The City of West Burlington reserves the right to have its staff present during the inspection. There is no charge to inspect records.

CUSTODIAN OF RECORDS:

The persons holding the following positions are hereby delegated with the responsibility for implementing the requirements of Chapter 22 with respect to records maintained in their respective departments and divisions:

Kelly Fry, City Clerk – City Hall
Finance Officer – City Hall (Payroll/Accounts Payable)
Lynch-Dallas P.C. - Attorney's Office
Mark Crooks, Building Inspector - Building Inspection
Jesse Logan, Police Chief – Fire/Police Department

PROVISIONS:

1. This policy is not intended to preclude verbal responses to routine requests for information.
2. This policy applies to all municipal records except requests for Police Department reports, medical and fire reports, and fire investigation reports, which are subject to separate policies.
3. If the number of photocopies does not exceed twenty-five (25) pages, or if staff time for responding to the request does not exceed thirty (30) minutes, the following fee schedule shall apply.
 - a. Photocopies or for scanning records: \$.25 per page.
 - b. Faxing: \$1.00 per page.
 - c. Fee for records provided on a CD is \$25.00.
4. If the number of pages to be copied exceeds twenty-five (25) pages, or if the staff involved in providing the records exceeds thirty (30) minutes, the following additional fee schedule shall apply:
 - a. Hourly rate for the clerical time needed to make photocopies or copy a CD is \$24.00 (pro-rated to the nearest 15 (fifteen) minutes).
5. The person requesting the information shall be provided a bill, which shall be paid before the photocopies will be released. If the cost of responding to a request is estimated to exceed \$10.00, the person requesting the records will be provided with an estimate of costs, which the person will need to agree to pay before the copies are made. If the costs of responding to a request exceed \$50.00, the person requesting the records will need to pay the estimated costs prior to the copies being made.
6. The custodian of the requested records will attempt to fill record requests in a timely manner, not to exceed 15 (fifteen) working days, unless an issue arises concerning the disclosure or records exempt from Chapter 22. These records include but are not limited to medical records, personnel or employee-related files, documents concerning litigation or claims, and names and addresses of complainants.
7. All open records requests that are responded to by electronic media shall be provided in a format (PDF) that prevents the document from being altered.



CITY OF WEST BURLINGTON
122 Broadway Street
West Burlington, Iowa 52655
Phone: 319-752-5451 * Fax: 319-752-8425
Email: City Clerk at fryk@westburlington.org

PUBLIC RECORDS REPRODUCTION REQUEST

About this form:

- Use this form to request public records from the City of West Burlington.
- The request should sufficiently describe the records so that they can be identified, located and retrieved by City of West Burlington staff.
- Completed forms can be mailed, faxed or submitted in-person to City of West Burlington at the address listed above.

1. Document Information

Date of Request:

Name/description of record or document:

Name of person(s)/business on the record or document:

Date(s) of record or document:

2. Delivery Information

CHECK ONE:

☐ Paper copy ☐ Compact disc copy ☐ Facsimile (20 pages or less) ☐ Email ☐ In-person records inspection

CHECK ONE (for paper copy or compact disc copy):

☐ Will pick-up record(s) in-person ☐ Request the record(s) be sent by mail

3. Contact Information

First Name:

Last Name:

Address:

City:

State:

Zip Code:

Telephone:

() -

Fax:

() -

Email Address:

FOR OFFICE USE ONLY

Initials:

Cost:

Postage:

Paid by: Check (check no.) or Cash

Documents
sent by:

Email * Mail * Fax * In Person

Sent record(s) on (date):

Notes: