

## Johnson County, Iowa Public Records Request Form

Iowa's Open Records Law provides the public the right to examine and copy public records under the provisions of Iowa Code Chapter 22. Pursuant to Chapter 22, persons requesting such records may be requested to pay the reasonable cost of the production of such records. A description of how fees for reasonable costs are determined is set forth below. Please note that if the requested record(s) potentially contains confidential information or is otherwise exempt from disclosure, additional time may be required for redacting of the documents prior to examination or copying.

### Requestor's information:(Please Print)

1. Name: \_\_\_\_\_ Company Name \_\_\_\_\_
2. Mailing Address: \_\_\_\_\_  
\_\_\_\_\_
3. Daytime Phone Number: \_\_\_\_\_
4. Alternate Phone Number: \_\_\_\_\_
5. Fax Number: \_\_\_\_\_
6. E-mail Address: \_\_\_\_\_

### Request:

1. Record(s) requested (Please be as detailed as possible; include names, dates, subjects, meeting dates, resolution and ordinance numbers, project names etc.)
  
  
  
  
  
  
  
  
  
  
2. Requesting: (circle all that are applicable)  
In person examination  
Paper copies  
CD/DVD  
Digital files  
Other \_\_\_\_\_

\_\_\_\_\_  
Signature and Printed name of requestor

\_\_\_\_\_  
Date of Request

## **Fees for reasonable costs**

Fulfillment of a request may be contingent on payment of a fee and an estimate of expenses shall be communicated to the requestor prior to fulfilling a request. The following fee schedule shall apply:

### **Staff time fee:**

- Requests requiring less than 30 cumulative minutes of staff time will not incur charges. Any request requiring more than 30 minutes of staff time will be rounded up to the nearest 30 minutes and billed based on an hourly rate. The hourly rate will be calculated based on the hourly rate of staff involved in the request. If it is estimated that the retrieval requires staff time in excess of 30 minutes, the party requesting the documents will be notified in advance of the estimated expense.
- Payment of fees may be required in advance of preparation of the records if the requestor has previously failed to pay fees in a timely fashion, the requestor is located out of state and/or the fee is estimated to exceed \$100.
- Staff time includes:
  1. time spent retrieving potentially responsive documents,
  2. reviewing documents for responsiveness, confidential or other information exempt from disclosure,
  3. redaction; and
  4. time spent supervising or assisting the examination of records by the requestor on site.
- The County Attorney's Office may be consulted to determine if confidential documents or information are included in a request, and/or the bases for withholding records from public release, and a fee will be assessed in half-hour increments based on the hourly rate of the reviewing attorney.

**Copying fee:** Photocopies will be provided at no charge for the first 10 pages. A 50 cents per page charge will be assessed for each page in excess of 10 pages in addition to the hourly fee referenced above.

**Information Technology fee:** Requests necessitating computer programming or extraction of data by the Information Technology Department will be assessed a charge based on the hourly rate of staff involved in the request. Note that local governments do not have to create data through cross tabulations, selective analysis, or other data manipulation, nor is there an obligation to provide information in a form other than that which exists at the time of the request. Any such work is discretionary on the part of the County and may be subject to charges for staff time.

**Postage or shipping expense fee:** Fees for mailing or shipping will be assessed based on actual cost.

**Miscellaneous fee:** Miscellaneous fees, including county-provided data storage devices (e.g., CDs, thumb drives, hard drives), requested or required for transmission of the request, will be assessed based on actual cost of the medium.

**Details of Request** (for office use only)

1. Request received via: \_\_\_e-mail, \_\_\_mail, \_\_\_in person/verbal, \_\_\_ fax
2. Department/Employee who received request \_\_\_\_\_
3. Date and time received \_\_\_\_\_
4. Does request potentially include confidential or otherwise protected information Y/N  
If yes, date referred to County Attorney for review. \_\_\_\_\_
  
5. Date request completed. \_\_\_\_\_
6. Description of response to request \_\_\_\_\_  
\_\_\_ Copy of response attached

**Fees for production** (for office use only)

Staff time \_\_\_\_\_ minus first 30 minutes x \_\_\_\_\_ (hourly rate)          \$ \_\_\_\_\_

Copy Charges \_\_\_\_\_# pages x \$.50 per page for production over 10 pages          \$ \_\_\_\_\_

Data storage device(s)          \$ \_\_\_\_\_

Mail/Shipping charges          \$ \_\_\_\_\_

Information Technology staff time \_\_\_\_\_hours x hourly rate          \$ \_\_\_\_\_

Attorney review \_\_\_\_\_hours x hourly rate          \$ \_\_\_\_\_

Other \_\_\_\_\_          \$ \_\_\_\_\_  
(provide description)

**Total estimated cost**          \$ \_\_\_\_\_

(If total estimated cost exceed \$100, payment may be requested in advance.)

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Date estimated cost provided to requestor \_\_\_\_\_

Name of Employee that communicated estimated cost to requestor \_\_\_\_\_