

Johnson County Public Records Policy

Purpose

Johnson County works to achieve and enforce open government laws. Many public records can be accessed online. The Iowa Open Records law is designed to ensure that the public has access to the public records of government bodies at all levels in Iowa. The Iowa Open Meetings Law regulates the methods by which public meetings are conducted. Anyone may request public records in Iowa.

Policy

It is the policy of Johnson County to enable inspection and copying of public records of the County in conformance with the Iowa Open Records law (Iowa Code Chapter 22). Further, it is the policy of this County to recover reasonable costs arising from the examination, copying, and/or provision of access to public records of the County consistent with the Iowa Open Records law. Persons making requests for public records are encouraged to use a standard form and submit it to the applicable department head where the records are located, although use of the form is not mandatory for a valid request.

Scope

This policy is applicable to all Johnson County departments in custody of public records of the County.

Administrative Procedures

Public records are available for inspection during customary office hours of 8 a.m. to 4:30 p.m. Monday through Friday, except holidays. Examination and copying shall be done under the supervision of the record custodian. A record custodian should not relinquish control of the actual records and precautions should be taken to ensure against damage, destruction, loss, and/or disorganization of the records made available for examination.

Johnson County charges appropriate fees for providing public examination and copying of public records. The Executive Director of the Board of Supervisors will assist departments and offices in meeting all requirements and procedures related to requests for records. This policy is not intended to preclude routine responses to verbal requests for documents by the public or media to staff.

Requests for access to records should be directed to the appropriate department head or director of the department where the records are kept. 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.

Ambulance Director – Johnson County Ambulance Service
Executive Director for Board of Supervisors – Board of Supervisors Office
Conservation Director – Conservation Department
Finance Director – Finance Department
Human Resources Administrator – Human Resources Department
Information Technology Director – Information Technology Department
Administrative Director of Medical Examiner Department – Medical Examiner Department
Mental Health/Disability Services (MHDS) Director – MHDS Department
Facilities Manager – Physical Plant
Planning, Development and Sustainability (PDS) Director – PDS Department
Public Health Director – Public Health Department
Transportation and Fleet Director – SEATS and Fleet Department
County Engineer – Secondary Roads Department
Social Services Director – Social Services/General Assistance Department
Veterans Affairs Director – Commission of Veterans Affairs

Requests involving multiple departments will be coordinated by the Board Office. All requests, written or oral, for public records should be fulfilled in compliance with state law. Immediate access to records may be affected by a good faith effort to verify the scope of the records requested, locate the specific records requested, determine whether any of the records, or information contained therein, is confidential in nature,

and provide access to the requested record(s) unless a basis exists for withholding access pursuant to Iowa Code Sections 22.7, 22.8, lawful court order or other applicable law. If the request is denied in whole or in part, the requestor shall be provided a description of the reason for denial of the request including a reference to the legal authority for the denial.

Confidential Records

If the department has a concern about whether the record requested may be considered confidential or otherwise not subject to examination, the lawful custodian should endeavor to identify the potential basis for confidential treatment and consult with the Johnson County Attorney's Office prior to making a record available to the requestor.

There are multiple sources of legal authority that require confidentiality for certain types of records maintained by Johnson County including but not limited to Iowa Code Section 22.7. It is important to note that there are other federal and state laws that require confidentiality of certain types of records, and that release of documents subject to these legal protections may lead to penalties against the County or in some cases the individuals who released confidential records contrary to law. Confidential records may be withheld when appropriate authority exists to do so, and confidential information within an otherwise public record may be redacted prior to a record's release. If a confidential record is withheld from examination and copying, or confidential information within an otherwise public record is redacted, the County will identify the document(s) and cite the applicable legal authority which supports the decision to withhold the confidential information from public examination.

Fees for Reasonable Costs

Fulfillment of a request may be made 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 by the respective Department Head, 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.
- No department may require advance payment of any fee unless the requestor has previously failed to pay fees in a timely fashion, the requestor is from out of state and/or the fee has been 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 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.

Departments responding to the request are responsible for calculating appropriate charges using these guidelines.

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.

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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.)

Date estimated cost provided to requestor _____

Name of Employee that communicated estimated cost to requestor _____