

CITY OF UNIVERSITY HEIGHTS, IOWA
PUBLIC RECORDS REQUESTS POLICY

GENERAL POLICY

This Public Records Requests Policy sets forth the process for making and responding to Public Records requests to the City of University Heights, as well as payment of costs associated with the City's response. The City's policy is to respond to requests to examine or copy Public Records maintained by the City within a reasonably prompt time, in accordance with Iowa Code Chapter 22. The City of University Heights operates and functions with considerable volunteer efforts and time generously given by concerned and passionate citizens who serve, formally and informally, on City boards, commissions, and committees, both formal and informal. Nothing in this written Public Records Requests Policy is intended to be an obstacle to City staff or volunteers responding as quickly and efficiently as possible to requests for public records, some of which may be handled by routine email or photocopy.

CUSTODIAN OF PUBLIC RECORDS

A request to examine or copy Public Records should be directed to the lawful custodian of the Public Records for the applicable City Department:

A. Police Department Records

CHIEF OF POLICE
UNIVERSITY HEIGHTS POLICE DEPARTMENT
1302 Melrose Ave.
University Heights, IA 52246
troy.kelsay@uhpolice.org
Phone: (319) 887-6800
Fax: 319-337-4404

B. All other City Departments

CITY CLERK
CITY OF UNIVERSITY HEIGHTS
1302 Melrose Ave.
University Heights, IA 52246
city-clerk@university-heights.org

PUBLIC RECORDS REQUESTS PROCESS

The process for requests to examine or copy Public Records of or belonging to the City is as follows:

1. Requests should be submitted to the designated custodian of Public Records (Chief of Police or City Clerk).
2. Requests may be in writing, by email, or orally, but the City prefers written or email requests to avoid misunderstandings. The person making the request is encouraged to use the City's "Public Records Request Form".
3. The request should be as specific as possible so the City may properly respond.
4. The person making the request is encouraged provide contact information so the City has a means of asking questions or otherwise communicating. If the person making the request chooses not to provide contact information, the City's ability to respond promptly and fully may be compromised.
5. The City will provide a reasonable opportunity for examination or copying of the requested Public Records at the following times:
 - Police Department Records: Monday-Friday 9:00a.m.-5:00p.m., excluding legal holidays, or at other times agreed to by the person making the request and the Chief of Police.
 - All Other Public Records: Contact City Clerk to schedule time to examine and/or copy records (city-clerk@university-heights.org).
6. The custodian of the Public Records (Chief of Police or City Clerk) will respond to requests within a reasonably prompt time, as provided by Iowa law.
7. Certain records are exempt from disclosure, and will not be made available for inspection or copying. These are some examples of exempt records: medical records, trade secrets protected by law, privileged information, personal information in confidential personnel records, and peace officers' investigative reports, network and system log-in IDs and passwords.*
8. Electronic responses will be provided in the format in which the records are readily accessible and commonly kept by the City if that format is useable with commonly available software. If the person requesting records desires a different format, the person should specify the alternate format, and the City will cooperate and work with the person

* See Iowa Code § 22.7 for a full list of confidential records exempt from disclosure.

requesting the records to determine if they can be produced in that format without unreasonable cost or delay.

9. The person requesting records will be required to pay the City's reasonable costs associated with responding to the request.
 - Reproduction Charges
 - Charges for photocopies
 - Commercial rate, not to exceed the City's actual cost of providing the service.
 - The person requesting records may suggest a copy company but City makes final determination.
 - Charges for records provided on CD or DVD: City's actual cost for the storage medium plus staff charges for transferring data onto the medium, as provided below.
 - Staff Charges
 - The City will provide up to \$100.00 of City staff time (including that of contracted professionals) free of charge with respect to each Public Records request.
 - After the first \$100.00 of City staff time (including that of contracted professionals), the person requesting records will be charged at the City's actual rate for paying staff or contracted professionals involved with responding to requests. The charge for contracted professionals involved with responding to requests shall not exceed \$150.00.
 - Delivery Charges
 - If the person requesting records asks to have records delivered by mail, postage will be charged at the City's actual cost.
 - Supervision/Staff Charges
 - The City will provide up to \$100.00 of City staff time (including that of contracted professionals) for supervision or gathering records free of charge with respect to each Public Records request.
 - After the first \$100.00 of City staff time (including that of contracted professionals), the person requesting records will be charged at the City's actual cost for paying staff or contracted professionals supervising or otherwise involved with responding to requests. The charge for contracted professionals supervising or otherwise involved with responding to requests shall not exceed \$150.00.

- Payment Policy
 - The person requesting records will be provided with a bill, which must be paid before the records or copies will be provided.
 - If the City estimates that the cost of responding to a request will exceed \$100.00, the person requesting records will be provided with an estimate of total costs, and the person must agree to pay the total estimated costs above \$100.00 associated with responding to the request before records will be gathered or copies will be made. If the costs of responding exceed the estimate, the City will inform the requesting party and provide a revised estimate; in that event, the requesting party must agree to pay the total revised estimated costs above \$100.00 before records will continue to be gathered or copies made.
 - If the City estimates that the cost of responding to a request will exceed \$150.00, the person requesting records must pay the estimated costs above \$100.00 before records will be gathered or copies will be made.
 - If the actual cost incurred by the City is less than the prepaid amount, the overpayment will be refunded promptly to the person who made the prepayment.
 - If the actual cost incurred by the City is more than the prepaid amount, the City will inform the requesting party and provide a revised estimate; in that event, the requesting party must pay the total revised estimated costs above what has already been paid before records will continue to be gathered or copies will continue to be made.
 - All payments must be in the form of cash or check payable to “City of University Heights”.

QUESTIONS

Any questions concerning the City of University Heights Public Records Request Policy should be directed to the City Clerk:

CITY CLERK
CITY OF UNIVERSITY HEIGHTS
1302 Melrose Ave.
University Heights, IA 52246
city-clerk@university-heights.org

Policy Adopted by the University Heights City Council October 17, 2016, Resolution No. 16-54.

Amended by the University Heights City Council May 9, 2017, Resolution No. 17-08.