

## **PUBLIC RECORDS AND INFORMATION**

### **POLICY**

It is the policy of the City of Eldridge to assure open public access to all records of the City to the extent permitted by the Iowa State Open Records Act and Federal Freedom of Information Acts. Further it is the policy to fairly recover costs for the retrieval of said records and electronic data.

### **SCOPE**

This policy is applicable to all City and Utility departments in a position to dispense City collected data.

### **ADMINISTRATIVE PROCEDURES**

Open records will be available for public inspection during customary office hours of 8:00a.m. to 4:30p.m. Monday through Friday (except holidays). The City will make every effort to provide the public with access to public records in a prompt and efficient manner.

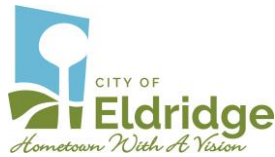
Iowa Code Section 22.1(2) requires government bodies to delegate an official or employee as its “lawful custodian” responsible for implementing the requirements of Iowa Code Chapter 22 and to provide that information to the public. The City’s “lawful custodian” is the City Clerk or any employee delegated such responsibilities by the City Clerk or City Administrator.

The City of Eldridge shall hereby establish and charge appropriate fees for public examination and copying of public records. The Lawful Custodian is the person designated to implement the requirements and procedures related to requests for public records.

All requests (written or oral) for public records should be filled in compliance with state law (i.e. typically within 10 business days). Immediate access to records may be affected by a good faith effort to: verify the scope of the records’ request; locate the specific records requested; and determine whether any of the records, or information contained therein, is confidential in nature. If the department has a concern about whether the record requested may be considered confidential under state law, the lawful custodian should consult with the City Attorney. Confidential records include but are not limited to medical records, employee related files, documents concerning litigation or claims, and names or addresses of complainants. Confidential records may be withheld, and confidential information within an otherwise open record may be redacted prior to a record’s release for public examination and copying.

### **FEE SCHEDULE**

(a) Photocopies: \$0.15 per page



- (b) Digital media: \$1.00 per DVD/CD or \$5.00 per thumb drive
- (c) Hourly rate for the clerical time needed for the reproduction of copies or other media: Actual cost(s) of employee time if the time involved exceeds thirty (30) minutes
- (d) Hourly rate for professional staff time needed to produce or review the documents: Actual costs(s) of employee time if the time involved exceeds thirty (30) minutes.
- (e) Costs for legal services should only be utilized for the redaction or review of legally protected confidential information.
- (f) Postage for copies mailed. Cost of actual postage. All requests will be mailed certified, return receipt requested.
- (g) Any costs not covered by the above fee schedule shall be charged to the requestor based on the actual costs incurred by the City, including but not limited to all amounts charged to the City by third parties in connection with the fulfillment of any records request.
- (h) Accident and Incident Reports: \$15 per report (no charge to parties directly involved)
- (i) It will be at the discretion of the City to determine whether the request will be fulfilled digitally or hard copy.

Advance Deposits. If the City estimates the fees for the requested services will be greater than ten dollars (\$10.00), the City may require the requestor to make an advance deposit to cover all or part of the estimated fees. If a deposit is required, no work will begin on a request until the deposit is received. Any funds collected by the City in excess of the actual fees will be refunded to the requestor in a timely manner. If any requestor has not paid a previous amount due under this policy, the City shall require full payment of the previous amount due plus a full deposit for estimated services before processing a new request.

Approved in Resolution 2023-39 on October 2, 2023.