

## **POLICIES AND PROCEDURES FOR EXAMINATION OF OPEN RECORDS**

1. Persons seeking public records within the control of the City of Earlham, may examine such records under the supervision of city staff. Examination of public records shall take place at City Hall during regular office hours (Monday – Friday 7:00 a.m. – noon, and 1:00 p.m. – 3:30 p.m., except holidays) under the supervision of City Clerk personnel. The City Clerk shall make space available in the Council Chamber for this purpose. Supervision charges will be \$20.00 per full hour or any part of an hour
2. It shall be the policy of the City to respond promptly to requests for access to public records. However, responses to such requests shall not interfere with the performance of essential services and may be delayed as reasonably necessary depending on the scope of the request and personnel availability.
3. Charges for records retrieval shall be \$20.00 an hour or any part of an hour. Records retrieval service is limited to identifying and producing records that include or may include information being sought. This service does not include research or preparation of any written reports, summaries, or analysis of such information/data. This service also does not include analysis or extraction of information/data.
4. After examination, persons seeking public records copies shall specifically and clearly indicate which records they wish to have. A Public Records Request Form must be filled out and signed by the requester.
5. City staff will make copies at the rate of \$1.00 for the first page/side and \$.25 for each additional page/page for 8 ½” x 11”. Records need to be picked up at city hall. If records have to be mailed out, a shipping and handling charge will be applied according to necessary packaging and shipping costs for the records.
6. City personnel reserves the right to require payment in advance for public records access requests. Upon completion of the request the Clerk shall refund any excess fees collected.
7. Exceptions. The foregoing policies and procedures shall not be applicable to public records access requests by officers, employees or agents of the City, or of any other governmental entity, to records requested by subpoena, or to records required by law to be kept confidential.

**CITY OF EARLHAM  
PUBLIC RECORDS REQUEST FORM**

Date: \_\_\_\_\_

Name(s): \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone Number: \_\_\_\_\_

Records requested to be examined/copied (please be very specific): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Although the records you are requesting are deemed “public record” under Iowa Law, you are hereby advised that your use of this information must comply with local, state, and federal laws including but not limited to laws relating to privacy, harassment, discrimination, debt collection, libel, slander, and tort. Misuse of said information by you in violation of any law is exclusively your responsibility. The City of Earlham hereby denies any and all responsibility of how this information is used by you. If any third party makes a claim against the City of Earlham for misuse of this information attributable to you, the City of Earlham shall pursue all available legal remedies against you.

The undersigned acknowledges that he/she has read the above policy and understands and agrees to its terms.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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Records Examination Supervision Fee: \$ \_\_\_\_\_ (\$20.00/hour)

Records Retrieval Fee: \$ \_\_\_\_\_ (\$20.00/hour)

Copy Fees: \$ \_\_\_\_\_ \$1.00 for first page/side 8 ½ x 11” and \$.25 each additional page

Postage & Handling Fees: \$ \_\_\_\_\_ (applicable rate for packaging & postage)

Date Paid: \_\_\_\_\_ Check [  ] # \_\_\_\_\_ Cash [  ]

Staff Initials: \_\_\_\_\_