

RESOLUTION NO. 20-11

**A RESOLUTION ESTABLISHING POLICIES, PROCEDURES AND FEES
RELATED TO REQUESTS FOR INFORMATION.**

WHEREAS, from time to time, citizens may request information that may require time to research and provide copies; and,

WHEREAS, the use of staff time in researching and making copies are a direct and calculable expense to the city government; and,

WHEREAS, pursuant to Chapter 22.3 of the 2020 Code of Iowa, the lawful custodian may charge a reasonable fee for the researching, supervising, and coping of public records; and,

WHEREAS, as custodian of public records, the City Council desires to establish policies procedures, and a reasonable fee schedule related to researching, supervising, and copying of public records.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Earlham, Iowa, hereby established policies and procedures, as well as schedule of fees, related to researching, supervising, or copying of public records, as per the attached policy.

Passed and approved this 9th day of March, 2020.

Jeff Lillie, Mayor

Attest: _____
Mary Sue Hibbs, City Clerk/Treasurer