

*Open Records
Compliance Policy*

November 18, 2019

The City of Walker, Iowa will provide access to public records in accordance with all applicable state statutes, federal and state regulations on normal business days and hours.

The city clerk shall be responsible for the administration and maintenance of city records. Duties associated with this responsibility include records storage, records purging, records release and records access.

All requests to view records must be made to the city clerk. Requests to view records are legal in any form including written, telephone/faxed or verbal requests. However, all persons requesting to view records will be asked to fill out a "Request for Public Records" form, but they will not be required to do so. Requests for records will be fulfilled as soon as possible. The city clerk shall attempt to schedule an appointment with you once a request has been received. Requests for records which may be considered confidential will be forwarded to the city attorney for an opinion. Iowa Code section 22.8(4)(d) allows a reasonable delay of 20 calendar days to respond, but normally the delay should not exceed 10 business days.

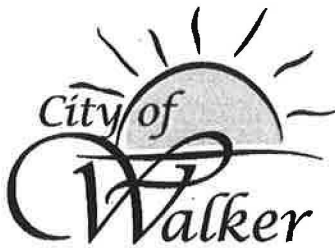
Public records that are confidential SHALL NOT BE RELEASED for inspection and copying. Records protected by Iowa Code for confidentiality purposes include, but are not limited to:

1. Social Security Numbers (Federal Privacy Act);
2. Minutes and tapes of closed sessions;
3. Work products of the city attorney;
4. Telephone numbers.

There will be no cost to reproduce a record for city employees, consultants hired by the city, and members of boards/commissions appointed by the city.

Cost to reproduce a record for the public shall be as follows:

1. There will be no charge for the first 30 minutes for the city's labor/supervision of requests, but there will be a charge of ten cents per each page copied.
2. For requests exceeding 30 minutes there will be a labor/supervision fee of \$20.00 per hour, plus ten cents per each page copied. The cost of labor/supervision hours will be rounded to the nearest 15 minute interval of actual hours spent.
3. Costs to reproduce electronic records and tapes will be charged for the actual time and materials.
4. The city clerk will estimate the cost and the estimated fee will be collected in advance of any record being reproduced.



REQUEST FOR PUBLIC RECORDS

DATE: _____

NAME: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

DAYTIME PHONE NUMBER: _____

I hereby state that I have received and read a copy of the City of Walker's Policy for Open Records Compliance and understand said policy.

I am requesting the following public records from the City of Walker: _____

for the following date(s) and time: _____

(FOR OFFICE USE ONLY – DO NOT WRITE IN THIS AREA)

Date: _____ Estimated time and amount due: _____
Time began search: _____
Time ended search: _____
Time began supervision: _____
Time ended supervision: _____
Time began copying: _____
Time ended copying: _____
Actual Minutes: _____
Number of actual pages copied: _____

No charge for the first 30 minutes of time (does not include copies): _____ = \$ _____

Additional BILLABLE TIME: _____ X \$20.00 PER HOUR = \$ _____
(rounded to nearest 15 minutes)

Number of Copies: _____ X .10 PER PAGE = \$ _____

TOTAL CHARGES FOR RECORDS \$ _____

Paid by cash or Check # _____
Received by: _____