



Board Policy 809: Examination of Public Records

Community Relations

Purpose

The purpose of this policy is to provide for the implementation of procedures in accordance with Iowa Code Chapter 22 - Examination of Public Records (“Open Records Act”).

Policy

It is the policy of the Iowa Valley Community College District (“the District”) that all records of or belonging to the District shall be open to examination by the public with the exception of those records specifically made confidential from public examination by Iowa Code section 22.7, judicial decisions under the Open Records Act, and any other applicable law or rulings.

The Board Secretary shall act as the custodian of public records of the District.

The examination and copying of public records shall be done under the supervision of the custodian or the custodian's authorized designee, however the District shall accept and fulfill requests for copies of public records received in writing, by telephone, or by electronic means; the physical presence of the requestor is not required.

Persons wishing to examine the District’s public records should contact the Board Secretary and make arrangements for the copying and receipt of records. It is the responsibility of the Board Secretary to respond in a timely manner to requests and make arrangements for examination or receipt of the records as soon as reasonably practicable, depending on the nature of the request.

Some public records are nevertheless confidential under the law. Where the status of a record as confidential cannot be readily ascertained, the Board Secretary may seek legal advice before allowing or refusing examination of a record.

The custodian is authorized to charge a reasonable fee for supervising the examination and copying of the records. For requests for copies of public records, including requests received by telephone, in writing and/or electronically, the District may require pre-payment of the reasonable costs prior to copying and mailing. The fee for the copying service as determined by the custodian shall not exceed the actual cost of providing the service though the custodian shall make every reasonable effort to provide the public record(s) requested at no cost other than copying costs for a record which takes less than thirty minutes to produce. Actual costs shall include those expenses directly attributable to supervising the examination of and making and providing copies of public records, except as noted above.

Date of Review: August 10, 2022

Date of Revision: August 10, 2022

Date of Adoption: January 8, 2014

Legal Reference

Iowa Code 22

Related Administrative Rules and Regulations

None

Revision History

May 10, 2017