

Sixth District Department of Correctional Services POLICY	Issue Date 01/31/92	Effective Date 02/05/19	Policy Number 120-19
Subject PUBLIC RECORDS REVIEW AND COPYING COSTS		Review Month September	Author 0733 (KPO)
Rescinds 120-17	References Code of Iowa, Chapters 17A.3, 22, 692, 904.602; IAC 201.5		

POLICY:

The Department charges the public a cost related to the examination and/or copying of Department records.

PROCEDURE:

1. Department records are protected and released as published in Iowa Administrative Code 201-05 pursuant to Iowa Code Chapter 22.11.
2. These standards apply to all Department records, policies, reports, meeting minutes, and any other documents that are not confidential pursuant to Code of Iowa Chapters 22.7 and 904.602(2) and Iowa Administrative Code 201-5.
3. The following procedures apply regarding access by inspection/review or copying of Department records:
 - A. Copying charge \$.15 per page plus actual cost of producing the documents;
 - B. Search, supervisory, copying, and incidental fees are charged at the actual cost of preparing the documents. There is a minimum fee of fifteen (15) minutes. Fees may be modified or reduced if the records cannot be found or produced or for any other reason at the discretion of the District Director.
 - C. Incidental expenses related to providing copies of records including, but not limited to, supervision of the examination of the record, may also be charged at actual cost.
 - D. A copy of the fee schedule (120A) outlined above is posted in a public place in each office and each residential facility.
4. The Department charges the requester actual postage required to mail documents.

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PROCEDURE: (continued)

5. If the total cost of the records examination or copying costs is expected to exceed \$25.00, the requester may be required to make an advance deposit of the expected fee, prior to copies being made, see 120B. If the requester has previously failed to pay the copy fee charge, the requester may be required to pay the previous unpaid fee and make an advance deposit of the expected current fee (even if both are less than \$25.00) prior to copies being made.
6. The Copy Fee Charge (120B) form is mailed to the requestor and payment is received prior to copies being mailed.
7. All funds generated from this policy are placed into a miscellaneous local income account.

BY ORDER OF:

Bruce Vander Sanden, District Director