

C I T Y O F D A V E N P O R T
ADMINISTRATIVE POLICY
No. 5.1

SUBJECT: EXAMINATION & COPYING OF PUBLIC RECORDS DATE: July 2015

GENERAL POLICY:

It is the policy of the City of Davenport to meet all requests for information and documents within the constraints of Iowa Code Chapter 22. The purpose of this policy is to fix fees for public examination and photo copying and to prevent the interference with an orderly office routine.

SCOPE:

All employees.

PROVISIONS:

1. This policy is not intended to preclude verbal responses to routine requests for information.
2. Every Department Director, or the designee, is the lawful custodian of public records kept by that department. The Deputy City Clerk is the lawful custodian of all Council and Administration public records.
3. If the number of pages to be copied exceeds fifty (50) pages, or if the staff time involved in providing the records exceeds sixty (60) minutes, the following fee schedule shall apply:

a. photocopies	25 ¢ per page
b. hourly rate clerical	\$22 (hours rounded to nearest ¼ hour)
c. hourly rate management	\$33 (hours rounded to nearest ¼ hour)
d. hourly rate IT	\$40 (hours rounded to nearest ¼ hour)
e. hourly rate legal review	\$40 (hours rounded to nearest ¼ hour)
f. routinely prepared or bound reports	Actual cost per unit to produce

Any IT staff, city attorney, staff attorney, or outside attorney who performs a review at the request, written or oral, of the lawful custodian shall hereby be a "custodian's authorized designee" for open record's purposes.

4. The requesting individual will be billed for work performed and costs incurred regardless of whether he or she picks up the documents. Full payment

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APPROVED BY: Corri Spiegel, Interim City Administrator

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will be required on any outstanding open records bill prior to the requested documents being delivered to the individual. Such payment shall be credited to the City's general fund.

5. All requests for public records normally should be filled in a timely manner, within ten (10) working days, unless there is an issue that requires more time.
6. The custodian may consult the Legal Department concerning requests for records that may be considered confidential records pursuant to Iowa Code Sec. 22.7. These requests include, but are not limited to: medical records, personnel or employee-related files, documents concerning litigation or claims, reports provided to government that may provide advantages to competitors, property appraisals concerning public projects, library patron records, and names and addresses of complainants.
7. This policy does not cover departmental records which are subject to a specific, written departmental policy and fee schedule - by way of example police reports.
8. The custodian should notify the requesting party if a request for records may require an extensive search, elevated review or specially programmed computer time of the anticipated costs and require a deposit of 50% of the expected total cost in advance. The party shall be charged in accordance with the schedule above for such service.
9. All open records requests that are responded to by electronic mail, should be done so that the document may not be altered.
10. Any review of materials that are generated by a police department internal affairs investigation and are part of an internal affairs file, other than a closing letter, will occur at the Police Department under the supervision of the Internal Affairs Officers or someone designated in his stead. The subject police officer will be notified prior to any disclosure to a third party.

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