

RESOLUTION NO. 2013-475

Meeting No.

39

Paper No.

26

Seconded By:

Reed

AYES:

Davidson, Fleming, McCampbell,
Reed + Anderson

NAYS:

none

Introduced By:

Fleming

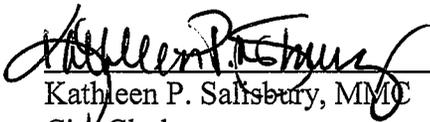
A RESOLUTION APPROVING CITY OF BURLINGTON
POLICY FOR EXAMINATION OR COPYING OF RECORDS

WHEREAS, Iowa Code Section 22.1(2) provides that each governmental body shall delegate to particular officials and employees the responsibilities for implementing the requirements of Chapter 22 and that the governmental body shall publicly announce the particular officials or employees to whom responsibility to implement the requirements of Chapter 22 has been delegated; and

NOW, THEREFORE, BE IT RESOLVED BY THE BURLINGTON, IOWA CITY COUNCIL: That the City of Burlington Policy for examination or copying of records, said policy attached hereto as Exhibit "A", be hereby approved.

APPROVED and ADOPTED this 5th day of August, 2013.

ATTEST:


Kathleen P. Salisbury, MMC
City Clerk


Jim Davidson
Mayor

FILED-For Record

AUG 05 2013

CITY CLERKS OFFICE
BURLINGTON, IOWA

Exhibit "A"

CITY OF BURLINGTON POLICY FOR EXAMINATION OR COPYING OF RECORDS

GENERAL POLICY:

The purpose of this policy is to fix fees for public examination and photocopying. Examination and copying of public records is governed by Chapter 22 of the Iowa Code. Every person or entity has the right to come to City Hall or any City building and inspect a public record or request copies of a public document. Public records include written documents and data stored electronically. If a person presents himself or herself and requests to see or copy a record, that person should be directed to the custodian of that record. The custodian is the person either in control or actual physical possession of the document.

CUSTODIAN OF RECORDS:

The persons holding the following positions are hereby delegated with the responsibility for implementing the requirements of Chapter 22 with respect to records maintained in their respective departments and divisions:

City Manager - City Manager's Office

City Clerk - City Clerk's Office

Attorney - Attorney's Office

Administrative Services Director - Human Resources, Finance and Human Rights

Fire Chief - Fire Department

Police Chief - Police Department

Parks and Development Director - Parks, Development, Zoning and Inspections

Library Director - Library

Public Works Director - Public Works Department

WWTF Director - Wastewater Treatment Facility

PROVISIONS:

1. This policy is not intended to preclude verbal responses to routine requests for information.
2. This policy applies to all municipal records except requests for Police Department reports, medical and fire reports, and fire investigation reports, which are subject to separate policies.
3. If the number of photocopies does not exceed twenty-five (25) pages, or if staff time for responding to the request does not exceed thirty (30) minutes, the following fee schedule shall apply.
 - A. Fees for photocopies or for scanning records: \$.20 per page for black and white copies and \$1.00 per page for color copies (if possible).
 - B. Fee for records provided on a CD is \$10.00.
Fee for a recording of a City Council meeting on a DVD is \$5.00

4. If the number of pages to be copied exceeds twenty-five (25) pages, or if the staff involved in providing the records exceeds thirty (30) minutes, the following additional fee schedule shall apply:
 - A. Hourly rate for clerical time needed to make photocopies or copying to a CD - \$24.00 (pro-rated to the nearest 15 (fifteen) minutes).
5. The person requesting the information shall be provided a bill, which shall be paid before the photocopies will be released. If the cost of responding to a request is estimated to exceed \$10.00, the person requesting the records will be provided with an estimate of costs, which the person will need to agree to pay prior to the copies being made. If the costs of responding to a requests exceeds \$50.00, the person requesting the records will need to pay the estimated costs prior to the copies being made.
6. The custodian of the requested records will attempt to fill record requests in a timely manner, not to exceed 14 (fourteen) working days, unless an issue arising concerning the disclosure or records exempt from Chapter 22. These records include, but are not limited to: library patron records, medical records, personnel or employee-related files, documents concerning litigation or claims, and /or names and addresses of complainants.
7. All open records requests that are responded to by electronic media shall be provided in a format (PDF) that prevents the document from being altered.

**CITY OF BURLINGTON
RESPONSE TO REQUEST TO EXAMINE OR COPY RECORDS**

Date and Time of Response: _____
Date Time

Your request has been received and is being processed. The City will respond within fourteen (14) working days.

The estimated cost of your request is \$ _____
If less than \$50.00, please sign below, if you agree to pay these costs.
If more than \$50.00 the above amount must be paid prior to copies being made.

Signature of Requester Date

BELOW \$50.00:

The City has located a response to your request.
The response to your request is attached. The final cost is \$ _____.

MORE THAN \$50.00:

The City has located a response to your request.
Amount previously paid by requester: \$ _____.
Amount due by requester (if any) \$ _____.
For a copy of said response to your request, please submit fee prior to copies being made.

The record you have requested is exempt from disclosure under Iowa law. Please see the response below.

State "No" if the City does not have any documents responsive to your request. _____

The City needs additional information to respond to your request. Please provide the following:

For City Use Only:

Request received by: _____ Date and time received: _____
Action assigned to: _____
Response Due Date: _____
Fee Amount Due: _____ Date fee received: _____
Any Additional Fee Amount Due: _____ Date fee received: _____



INVOICE

DATE _____

400 Washington Street
 Burlington, IA 52601
 (319) 753-8124 (phone)
 (319) 753-8101 (fax)

Bill to:

NAME _____
 ADDRESS _____
 CITY STATE ZIP _____

Description	Amount
Charge for Copies (_____ pages x \$.20) Re: _____ Project	\$ _____
Clerical Time (\$24.00 per hour - pro-rated to nearest 15 minutes)	\$ _____
TOTAL	\$ _____

Please make check payable to "City of Burlington"
 If you have any questions concerning this invoice, please contact the
 City Clerk's office at (319) 753-8124.

THANK YOU!