

RURAL SCHOOL ADVOCATES OF IOWA

PUBLIC RECORDS REQUEST POLICY

Intent & Goal

This policy is intended to implement the provisions of Iowa Code Chapter 22 by providing the procedures and parameters to request examination of public records and to Rural School Advocates of Iowa (“RSAI”) representatives in fulfilling those requests.

Parameters

Records deemed either exempt from public records disclosure or confidential pursuant to Iowa Code Section 22.7, or other applicable statutes, are not required to be released in response to a request. Other portions of state and federal law may also govern access to public records. RSAI shall comply with all applicable statutes.

Making a Request for Public Records

Requests for access to public records may be made in any format and the custodian shall not require the physical presence of a person requesting or receiving a copy of a public record. Requests are encouraged, but not required to be made in writing, and may be submitted by using the form on the last part of this policy. Requests should be directed to either the Chair of the RSAI Leadership Committee or to the RSAI Professional Advocate (contacts can be found at www.rsaia.org/board) at:

Email: info@rsaia.org
In Person: RSAI, 1201 63rd Street, Des Moines, IA 50311
Phone: (515) 251-5970 x1
Fax: (515) 251-5985

Responding to Requests

To assist with fulfillment of information requests, RSAI should try to collect as much information as possible about what records are being requested and in what format the requestor wishes to receive the data. Any requests received should immediately be documented internally in writing, noting:

- the specifics of the information requested;
- the date and time of the initial request;
- whether the request is for copying, inspection, or both;
- when the requestor expects the request fulfilled; and
- to whom the request shall be fulfilled.

Requests will be fulfilled as soon as possible. RSAI will attempt to fulfill all requests within 10 business days. If the request involves substantial research or the delay is expected to go beyond 10 business days, this shall be communicated to the requestor as soon as possible.

Records Format & Fees

Records shall be made available in the format in which it is readily accessible, typically in photocopied format. If the records requested are less than twenty-five (25) photocopied pages and the staff time for fulfilling the request does not exceed thirty (30) minutes, RSAI shall charge \$0.25 for each black and white copy and \$1.00 for color copy. If photocopied records exceed twenty-five (25) pages or the staff time for fulfilling the request exceeds thirty (30) minutes, RSAI shall charge the hourly rate for the staff time fulfilling the request, rounded to the nearest 15-minute increment, along with the copy charges. If the cost is anticipated to exceed \$10.00, RSAI shall provide an estimate to the requestor prior to fulfilling the request. Fees for fulfillment shall be paid prior to RSAI releasing any records.

Availability

If the public record requested does not exist, this fact should be communicated to the requestor. If possible, the information contained in a record that is deemed confidential by law should be redacted so that the remaining record may be disclosed. The statutory authority for each redaction should be provided to the requestor.

**RURAL SCHOOL ADVOCATES OF IOWA
PUBLIC RECORDS REQUEST**

Date of Request: _____

Requester Contact Information:

Name: _____
Company: _____
Address: _____
CSZ: _____
Phone: _____
Email: _____

Description of Records being requested:

