

CHAPTER:		DATE ADOPTED	NUMBER
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1	<p>Application of Policy: This policy shall govern the activities of Iowa Central Community College (the College) with regard to its responses to requests for public records. Public inquiries regarding this policy should be directed to the Secretary of the Board of Directors, using the contact information listed below.</p>		
2	<p>Definitions: "Public records" include all records, documents, tape, or other information stored or preserved in any medium, of or belonging to the College, as defined in Iowa Code Chapter 22. A public record includes both "confidential records" and "open records."</p> <p>A "confidential record," as used in this policy, means a record which is not available as a matter of right for examination and copying by members of the public under applicable provisions of the law. "Confidential records" include records or information contained in records that the College is prohibited by law from making available for examination by members of the public and records or information contained in records that are specified as confidential by Iowa Code section 22.7, or other provisions of law.</p> <p>An "open record" as used in this policy means a public record that is not a confidential record.</p>		
3	<p>Policy Statement: The College acknowledges the right of the public to access public records maintained by the College in accordance with applicable law. The College takes this public responsibility seriously and is committed to open government. It is the policy of the College to respond in an orderly and expeditious manner in accordance with Iowa Code Chapter 22 to requests to inspect or to receive copies of public records maintained by the College.</p>		
4	<p>Requests for Public Records: Requests for access to public records may be made in person, in writing, by telephone, or by electronic means. A request for access to public records should be directed to the Secretary of the Board of Directors whose office is at One Triton Circle, Fort Dodge, Iowa, 50501, telephone number is 515-574-1140, and whose e-mail address is posted on the College website and is also available upon request by telephoning 515-574-1140.</p> <p>Persons who submit a mail, electronic or oral request for public records should also provide their name, address and telephone number to facilitate effective communication by the College regarding the request. Persons who submit their request orally may receive a transmittal letter from the College verifying the specific scope of the search requested. If needed, the verification letter will be transmitted before the request for public records is processed.</p> <p>Requests for access to public records shall identify the particular public record to which access is requested, by name or description to identify efficiently the desired record. The requestor's description should (1) specify the particular type of record sought; (2) specify the particular time period to be searched by providing a start and end date; (3) specify the author and/or recipient of the record requested, to the extent possible; (4) specify, to the extent possible, the particular records' medium to be searched (letters, memoranda, reports, recordings, etc.), (5) specify if the request applies to a record stored in electronic form; and (6) provide, to the extent possible, any other pertinent information that will assist the College in locating the public records requested. If the public request applies to public records that are stored in electronic form, the requestor shall list the search terms to be used to conduct the electronic search.</p>		

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If there is no public record responsive to the request, it is appropriate for the Secretary of the Board of Directors to respond to the request that there is no record with the requested information. The College is not required to compile information or create reports related to any request for public records.

The College has a maximum of twenty (20) business days and ordinarily will not exceed ten (10) business days to complete a public records request, including determining whether a confidential record should be withheld from inspection and copying.

5 Availability of Public Records: Open records will be available to the public during the College's scheduled office hours, as posted on the College website. Immediate access to requested public records may be affected by a good faith effort to verify the scope of the public records request, locate the specific public records requested, and determine whether any of the public records, or information contained therein, are confidential records.

If the College discovers that circumstances will prolong a response or that the request is for confidential records, the Secretary of the Board will notify the requestor as soon as reasonably possible.

Confidential records may be withheld prior to a public record's release for public examination and copying. If a confidential record is withheld, the Secretary of the Board of Directors in the response to the request will identify the document(s) and cite the applicable provision of law which supports the decision to withhold the confidential record from public examination.

The College shall provide a reasonable opportunity for the inspection, examination or copying of requested open records. Unless otherwise approved in advance and in writing by the Secretary of the Board of Directors, any inspection, examination or copying of requested records shall be done by the supervising person of the department of the College that is the custodian of and is in physical possession of the open records during the College's scheduled office hours, as posted on the College website.

6 Fees: The Secretary of the Board of Directors will evaluate the request and provide an estimate of the costs associated with retrieving records, supervising records during examination, and, if requested, copying and copies of the requested open records. The Secretary of the Board of Directors will notify the requestor of the estimated cost and the requestor will pay in advance for these services based on the estimate before having access to the records. If the requestor desires to have copies of the records made, the party will pay for the copies upon receipt, if in person, or will make payment in advance of the College mailing copies, if requestor requests mailing of the copies instead of receipt in person.

Fees are listed as follows:

Staff time associated with retrieving records and supervising records during examination	
File Search, preparation, and conversion to digital*	\$20.00/hour
Specialized queries of databases*	\$35.00/hour
E-mail search and review*	\$32.00/hour
Supervising records during examination*	\$25.00/hour
	<i>*fees will be rounded up to next hour</i>
Copying and copies of the requested open records	
Copy of paper—per page	\$.40
Faxed copies – per page	\$1.00
Images larger than 11"x17"	available on request

(Shipping available upon request and fee determined by fee charged by the shipping vendor)