



City of Mitchellville

Open Records Request Form

204 Center Ave N., PO BOX 817, Mitchellville, IA 50169
Telephone: (515) 967-2935 Fax: (515) 967-2631



Email: tammi.dillavou@mitchellville.org or rahni.brose@mitchellville.org

IMPORTANT NOTICE

The last page of this form contains important information related to your rights concerning open records. Please read it carefully.

Requestor Information – Please Print

First Name _____ MI _____ Last Name _____

Email Address _____

Mailing Address _____

City _____ State _____ Zip _____

Telephone _____ Fax _____

Preferred Delivery: Pick Up US Mail Fax E-Mail

Signature _____ Date _____

Payment Information

Maximum Authorization Cost: \$ _____

Select Payment Method

Cash Check Money Order CC

Fees: Letter size pages - \$0.25 per page.
\$0.50 for 2 sided copies. Legal size pages - \$0.50 per page. \$1.00 for 2 sided copies, in black and white, double fees for color copies. Other materials (tapes, etc.) - actual cost of materials. Hourly fee of \$10.

Delivery: Delivery / postage fees additional depending upon delivery type.

Extras: Special service charge dependent upon request.

Record Request Information: Please be as specific as possible in describing the records being requested. Also, please note that your preferred method of delivery will only be accommodated if the custodian has the technological means and the integrity of the records will not be jeopardized by method of delivery.

AGENCY USE ONLY

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Est. Document Cost _____

Est. Delivery Cost _____

Est. Extras Cost _____

Total Est. Cost _____

Deposit Amount _____

Estimated Balance _____

Deposit Date _____

Disposition Notes
Custodian: If any part of request cannot be delivered in 10-20 business days, detail reasons here.

In Progress - Open _____
Denied - Closed _____
Filled - Closed _____
Partial - Closed _____

Tracking Information Final Cost
Tracking # _____ Total _____
Rec'd Date _____ Deposit _____
Ready Date _____ Balance Due _____
Total Pages _____ Balance Paid _____

Records Provided

Custodian Signature _____ Date _____

1. All government records are subject to public access under the Freedom of Information Act ("FOIA"), unless specifically exempt.
2. A request for access to a government record under FOIA must be in writing, hand-delivered, mailed, transmitted electronically, or otherwise conveyed to the appropriate custodian. The twenty (20) business day response time does not commence until the records custodian receives the request form. If you submit the request form to any other officer or employee of the **City of Mitchellville**, that officer or employee must either forward the request to the appropriate custodian, or direct you to the appropriate custodian.
3. Requestors may submit requests anonymously. If you elect not to provide a name, address, or telephone number, or other means of contact, the custodian is not required to respond until you reappear before the custodian seeking a response to the original request.
4. **You may be charged a 50% or other deposit when a request for copies exceeds \$25.** The **City of Mitchellville** custodian will contact you and advise you of any deposit requirements. You agree to pay the balance due upon delivery of the records. Anonymous requests in excess of \$5.00 require a deposit of 100% of estimated fees.
5. By law, the **City of Mitchellville** must notify you that it grants or denies a request for access to government records within twenty (20) business days after the agency custodian of records receives the request. If the record requested is not currently available or is in storage, the custodian will advise you within twenty (20) business days after receipt of the request when the record can be made available and the estimated cost for reproduction.
6. You may be denied access to a government record if your request would substantially disrupt agency operations and the custodian is unable to reach a reasonable solution with you.
7. If the **City of Mitchellville** is unable to comply with your request for access to a government record, the custodian will indicate the reasons for denial on the request form or other written correspondence and send you a signed and dated copy.
8. Information provided on this form may be subject to disclosure under the Open Public Records Act.

The Iowa Open Records Law is a series of laws designed to guarantee that the public has access to public records of government bodies at all levels. The law includes all records of government agencies except where the documents have been deemed confidential. Exemptions include:

- **Personal information on accepted students, current students, and past students**
- **Medical records**
- **Trade Secrets**
- **Records of attorneys who represent the state**
- **Reports that result in unfair competition**
- **Appraisal information for public land purchases**
- **Criminal files**
- **Military confidential records**
- **Personal information in records of employees and elected officials of public agencies**
- **Library records**
- **Information on the donors of charitable contributions**
- **Corrections department information that would jeopardize security.**
- **Communications made to the government but not required by statute**
- **Examinations**
- **Archaeological and historical ecologically sensitive material locations and information**
- **Marketing and advertising budgets and strategies for non-profits**
- **Information maintained by mediators employed to solve the disputes with government agencies**

Anyone can request public records and the law does not require a statement of purpose for records requests. There are no restrictions for use of the records in the law and you must allow 10-20 days for a record request response to be completed.