



City of Mitchellville

Open Records Request Form

204 Center Ave N PO Box 817
Mitchellville, IA 50169 Mitchellville, IA 50169
Telephone: (515)967-2935 Fax: (515)967-2631
Email: clerk@mitchellville.org

Requestor Information – Please Print

First Name: _____ MI: _____ Last Name: _____
Email Address: _____
Mailing Address: _____
City: _____ State: _____ Zip: _____
Telephone Number: _____ Fax: _____
Signature: _____
Preferred Delivery: Pick Up _____ US Mail _____ Email _____ Fax _____
*Your preferred method of delivery will be used if the means are available and the integrity of the records will not be jeopardized.

Fee Information

- **Letter size** - \$0.25 per page.
Double sided - \$0.50 per page.
- **Legal size** - \$0.50 per page.
Double sided - \$1.00 per page.
All copies will be in black and white. If you are wanting colored, fees will be doubled.
- **Other materials** (USB, etc.) - \$10.00
- **Hourly fee** - \$33.85.
- **Legal Fees** - If legal review is required to fulfill your request charges of \$315 per hour will apply, in addition to The City's hourly rate.
- **Delivery & postage fees will be applied when applicable.**

Record Request Information: Please be as specific as possible in describing the records being requested.

NOTICE: Please read the information on the back of this form as it contains important information related to your open records request rights.

Agency Use *If not received by custodian* Name: _____ Title: _____ Date: _____

Custodian Name: _____ Title: _____ Date of Receipt: _____

If any part of this request cannot be delivered in 10-20 business days detail reasons here below:

Completed _____ **Partial** _____ **Denied** _____

Total Pages: _____ x \$ _____

Material: _____

Time spent: _____

Delivery Method: _____

Legal Fees: _____

Balance Due: _____

Ready Date: _____

Notification Method: _____

Balance Paid: _____

Payment Method: _____

Cash _____ Card _____ Check # _____

Custodian Signature:

Receiver Signature:

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 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 will be charged a deposit of 50% 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:

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

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