Open Records Request Policy

Goals, Policies, Criteria and Procedure Goals

The Sioux Center Public Library strives to ensure that its activities are transparent to the public it represents. It is the library's policy to comply with all requests within the constraints required under Iowa law. The library recognizes that the public has the right to examine and copy public records while the records are in the library's possession in accordance with Iowa Code Chapter 22. However, the library also recognizes that certain records held by the library may not be public records or may be confidential public records that are not subject to disclosure.

Policy

The library prefers that all open records requests are provided to the library in writing, but accepts written, telephonic, in person or electronic requests. (Iowa Code Chapter 22.4) Residents may make a request by 1) Emailing the appropriate contact person, 2) Mailing an open records request to the appropriate contact person, 3) Visiting the library and filing a request in person, 4) Telephoning in a request. All requests should be as thorough and clear as possible. If the request is unclear, the library staff may request clarification from the requester. The library's custodian for all records requests other than police-related requests is the Library Director. (Iowa Code Chapter 22.1(2))

Upon receipt of an open records request, the library will review the request to determine if the library has any of the records that have been requested. The library shall not be required to compile information or create reports related to requested public records. The library will follow the timeline requirements as set out in the Iowa Code for compliance with all open records requests to the best of its ability. If the library has to review the request with legal counsel or research whether the records are confidential public records, the library may seek a good-faith reasonable delay in complying with the open records request as allowed under Iowa law.

After determining whether the library has any of the records that have been requested, the libraries' custodian will provide the record requester with an estimate of the costs of the retrieval, examination and copying of the records requested. If an individual is interested in examination of open records, they must examine records in the Library Director's presence. Pursuant to Iowa Code Chapter 22.3, the Library shall charge all requesters the actual cost of the expenses of the retrieval, examination, and copying of the requested records. The library reserves the right to

invoice for actual costs of open records requests, and an estimate may not provide true costs for the retrieval. Each Sioux Center resident will be allocated one monthly request at no labor charge, where the work involves 30 minutes or less. The charges for producing the records are as follows:

Records Retrieval

- 0-30 minutes-No labor charge
- 15-minute intervals thereafter-*at the labor rate set on the Library's Fee Schedule

The library reserves the right to amend the fee schedule at any time in the event of unanticipated expenses. Any costs not covered by the attached fee schedule shall be charged to the requester based on the actual costs incurred by the library, including but not limited to all amounts charged to the library by third parties in connection with the fulfillment of any records request. This may include expenses of legal services utilized for review and/or redaction of legally protected confidential information.

The library accepts cash, check, or credit card as appropriate forms of payment. Payment must be received before library staff will provide the records to the requester. Once payment for charges is received, library staff will make the public records available for examination and/or copying. Staff will not print or copy records for the record requester until payment is received. The examination and copying of the public records shall be done under the supervision of the lawful custodian of the records or the custodian's authorized designee.

Examination and Copying of Public Records Fee Schedule

Service or Item	**Cost**
Photocopies	$0.15 per page (black & white) $0.50 per page (color)
Labor cost per hour	TBD – actual costs
Records Retrieval:	
-Deposit required for any records retrieval which involves 1 or more hour	$50.00
- No charge for the first 30 minutes or any part thereof. Thereafter, charged for each 15 minutes or fraction thereof.	TBD – actual costs

Approved 5/2026