City of Hazleton

Open Records Request Form

111 Third St. N., PO BOX 500, Hazleton, IA 50641
Telephone: (319) 636-2559 Fax: (319) 636-2523
Email: CityClerk@Hazletonia.com

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. Other materials (tapes, etc.) – actual cost of materials.

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

Extras: Special service charge dependent.

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

Est. Document Cost _____
Est. Delivery Cost _____
Est. Extras Cost _____
Total Est. Cost _____
Deposit Amount _____
Estimated Balance _____
Deposit Date _____

AGENCY USE ONLY

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

AGENCY USE ONLY

Tracking Information

Tracking #
Rec'd Date
Ready Date
Total Pages

Final Cost

Total
Deposit
Balance Due
Balance Paid

Records Provided

_____ _____
Custodian Signature Date

City of Hazleton
POLICIES AND PROCEDURES
FOR EXAMINATION OF PUBLIC RECORDS

GENERAL POLICY:

It is the policy of the City of Hazleton to meet all requests for information and documents within the constraints of Iowa Code Chapter 22. The purpose of this policy is to appoint custodians of the records and fix fees for public examination and photo copying and to prevent the interference with an orderly office routine.

Persons seeking public records within control of the City of Hazleton may examine such records under supervision of the Custodian of the Records. Examination of records shall take place at City Hall, during regular office hours.

PROVISIONS:

1. This policy is not intended to preclude verbal responses to routine requests for information.

2. The City Clerk, and Mayor are the lawful custodians of public records pertaining to the city.

3. Rates for copies and research:

a. Photocopies	.25 per page
b. Hourly rate for professional staff time needed to produce or review the records	Hourly wage of custodian in charge of the record (prorated to the nearest 15 minutes)

c. There shall be no charge for supervision of city records for the first 30 minutes. Supervision charges after the first 30 minutes shall be at the City Clerk's hourly wage. Custodian shall collect the fee, provide a receipt, and remit the money to City Hall at least weekly.

4. All requests for public records should be filled in a timely manner. However, responses to such request shall not interfere with the performance of essential services and may be delayed as reasonably necessary depending on the scope of the request and personnel availability.

5. The Custodian may notify the requesting party if a request for records may require an extensive search or specially programmed computer time of the anticipated costs and require a deposit in advance. Upon completion of the request the Clerk shall refund any excess fees collected.

6. This policy does not cover departmental records which are subject to a specific departmental policy and fee schedule.

7. Exceptions. The foregoing policies and procedures shall not be applicable to public records access requests by officers, employees, or agents of the City, or any other governmental entity, to records by subpoena, or to records required by law to be kept confidential. The custodian shall consult the City Attorney concerning requests for records that may be considered confidential records pursuant to Iowa Code Sec. 22.7. These requests include, but are not limited to: medical records, personnel records or employee related files, documents concerning litigation or claims, reports provided to government that may provide advantages to competitors, property appraisals concerning public projects, and names and addresses of complainants. The City Attorney will inform the requesting party in writing of any denial of records due to confidentiality.

8. A public Records request from must be filed out and signed by the requester. The request from must clearly state the items being requested. This will aid in giving and estimate of the cost for these records and in obtaining the proper records.