

# REQUEST FOR COPY OF PUBLIC RECORDS

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www.bluegrassia.org

CITY OF BLUE GRASS  
114 N. MISSISSIPPI ST.  
BLUE GRASS, IA 52726

PHONE: 563-381-4700  
FAX: 563-381-2801

NAME OF APPLICANT(S): \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_ CELL: \_\_\_\_\_

I AM REQUESTING A COPY OF THE FOLLOWING INFORMATION, PURSUANT TO IOWA

CODE, CHAPTER 22, THE PUBLIC RECORD LAW: {DETAILS DESCRIBING THE RECORDS: TRY TO BE AS SPECIFIC AS POSSIBLE TO ENSURE THAT YOU RECEIVE WHAT YOU ARE SEEKING}

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PLEASE NOTE: Code of Iowa, Chapter 22.8: a reasonable request under some circumstances shall not exceed 20 calendar days and ordinarily should not exceed 10 business days.

*By signing below, I understand that there is a fee for fulfilling this request, according to the Code of Iowa Chapter 22.3 such fee shall not exceed the actual cost for providing the Service, and agree to pay for such request. I also*

SIGNATURE OF APPLICANT(S): \_\_\_\_\_

DATE: \_\_\_\_\_

## **CITY OF BLUE GRASS, IOWA RESOLUTION 2014-09**

A Resolution Setting Policies and Procedures for examination  
Of the City's Open Records.

**WHEREAS**, the City Council for the City of Blue Grass, Iowa wishes to create policies and procedures for the examination of the city's public records; and,

**WHEREAS**, request for examination and copies of public records can be costly and time consuming for city staff; and,

**WHEREAS**, there is a need to establish a privacy policy regarding the City's water utility customer information,

**NOW THEREFORE BE IT RESOLVED**, that the City Council of the City of Blue Grass, hereby directs the implementation of the following policies and procedures regarding examination of the city's open records:

1. Persons seeking public records within the control of the City of Blue Grass may examine such records under the supervision of city staff. Examination of public records shall take place at City Hall during regular office hours under the supervision of City Hall personnel. There shall be no charge for the examination of records for the first 15 minutes. Supervision charges after the first 15 minutes shall be \$25.00 per hour.
2. It shall be the policy of the City to respond promptly to requests for access to public records. However, responses to such requests 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.
3. Time spent on records retrieval shall be limited to 15 minutes. Charges for records retrieval service after the first 15 minutes shall be \$25.00 per hour. Records retrieval service is limited to identifying and producing records that include or may include information being sought. This service does not include research or preparation of any written reports, summaries, or analysis of such information/data. This service also does not include analysis or extraction of information/data.
4. After examination, persons seeking records copies shall specifically and clearly indicate which records they wish to have. A Public Records Request Form must be filled out and signed by the requestor.
5. City Staff will make copies at the rate of \$.20 for each page/side for 8 1/2" x 11". Larger copies can be made at an additional charge. Records need to be picked up at City Hall unless other arrangements have been made. If records have to be mailed out, shipping and handling charge will be applied according to necessary packaging and shipping costs for the records.

6. City personnel reserves the right to require payment in advance for public records access requests. Upon completion of the requests, city hall staff shall refund any excess fees collected.
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 of any other governmental entity, for records requested by subpoena, or for records required by law to be kept confidential.
8. The right to examine and/or copy the records of the City of Blue Grass water utility shall be limited to only customer names and addresses. No other customer information shall be available for public examination and/or copying.

Passed by the City Council of the City of Blue Grass, Iowa, this 21<sup>st</sup> day of  
January, 2014.

Approved and signed by the Mayor of the City of Blue Grass, Iowa, this 21<sup>st</sup> day of  
January, 2014.

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Mayor, Brinson L. Kinzer

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Attest: Ann M. Schmidt, CMC, City Clerk/Financial Officer