

REVIEWED: May 10, 2017

REVISION ADOPTED: May 10, 2017

BOARD POLICY ADOPTED: January 8, 2014

SERIES NUMBER: 860

TITLE: Public Records

Examination of Public Records

PURPOSE: The purpose of this policy is to provide for the implementation of procedures in accordance with Iowa Code Chapter 22 - Examination of Public Records (Open Records).

POLICY: It is the policy of the Iowa Valley Community College District (“the District”) that all records of or belonging to the District shall be open to examination by the public with the exception of those records specifically exempt from public examination by Iowa Code section 22.7, judicial decisions under the Act, and any other applicable law or rulings.

The Board Secretary shall act as the custodian of public records of the District. It is the responsibility of the Board Secretary to respond in a timely manner to requests for viewing and receiving public records of the District.

The examination and copying of public records shall be done under the supervision of the custodian or the custodian's authorized designee. Public records of the District may be examined during the regular business hours of the administration offices of the District. These hours are 8:00 a.m. through 4:30 p.m. Monday through Friday, except for holidays and recesses.

Persons wishing to examine the District’s public records should contact the Board Secretary and make arrangements. The Board Secretary will make arrangements for examination of the

records as soon as reasonably practicable, depending on the nature of the request.

Some public records are nevertheless confidential under the law. Where the status of a record as confidential cannot be readily ascertained, the Board Secretary shall seek legal advice before allowing or refusing examination of a record.

The custodian is authorized to charge a reasonable fee for supervising the examination and copying of the records. The custodian shall provide any person a reasonable number of copies of any public record upon payment of the fee. The fee for the copying service as determined by the custodian shall not exceed the actual cost of providing the service. Actual costs shall include those expenses directly attributable to supervising the examination of and making and providing copies of public records. For requests for copies of public records, including requests received by telephone, in writing and/or electronically, the District may require pre-payment of the costs prior to copying and mailing.

Legal Reference:

Iowa Code 22