

City of Stuart

Policies and Procedures for Examination of Open Records



1. Persons seeking public records within the control of the City of Stuart may examine such record under the supervision of the City Clerk. Examination of public records shall take place at City Hall during regular office hours (Monday – Friday, 9AM to 4 PM, except holidays). The City Clerk shall make available a suitable space in the City Clerk's office for this purpose. There shall be no charge for supervising the examination of public record for the first 30 minutes. Supervision charges after the first 30 minutes shall be \$20 per hour with a minimum of \$20.
2. It shall be the policy of the City of Stuart 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 activity.
3. Time spent on record retrieval shall be limited to 30 minutes. Charges for record retrieval service after the first 30 minutes shall be \$12.00 per hour, minimum of \$12.00. 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, person seeking public 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 requester.
5. City staff will make copies at the rate of \$.25 per page for 8 1/2 x 11". Larger copies will be made as copier equipment will allow. 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, and must be paid prior to shipping.
6. City personnel reserve the right to require payment in advance for public records access requests. Upon completion of the request the Clerk 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, to records requested by subpoena, or to records required by law to be kept confidential.

Although the records you are requesting are deemed "public record" under Iowa Law, you are hereby advised that your use of this information must comply with local, state, and federal laws including but not limited to laws related to privacy, harassment, discrimination, debt collection, libel, slander, and tort. Misuse of said information by you in violation of any law is exclusively your responsibility. The City of Stuart hereby denies any and all responsibility of how this information is used by you. If any third party makes a claim against the City of Stuart for misuse of this information attributable to you, the City of Stuart shall pursue all available legal remedies against you.

The undersigned acknowledges that he/she has read the above policy and understands and agrees to its terms.

Signature: _____ Date: _____

City of Stuart Iowa.

Request for Release of Information



Name: _____ Date of Request: _____

Agency/Company: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____ Email: _____

Type of Request and Request Fees

Copies **\$.25 per page** Photos/4 per page **\$5.00** Video/Audio CD or DVD **\$15.00**

Total Amount Due for Request Fees (Administrative Fees in Addition Below) _____

Date: _____ Type of Document: _____

Specific information needed or information that may help in filling request:

Administrative Fees

- First 30 minutes of supervising examination of records **No Fee**
- Supervision charges after first 30 minutes **\$20.00/hr with a minimum of \$20.00**
- First 30 minutes of records retrieval **No Fee**
- Records retrieval charges after first 30 minutes **\$12.00/hr with a minimum of \$12.00**
- Postage and handling fees **TBD by the post office**

Total Amount Due for Administrative Fees (In Addition to Request Fees) _____

Authorizing Supervisor: _____ Date: _____

Released to: _____ Date: _____

Total Amount Received _____ Cash Check

Internal Use Only

Completed By: _____ Date: _____

*Request may be filled within 10 business days and no longer than 20 calendar days
Reports will be fulfilled by mail or made available for pick up at City Hall.*