

**CITY OF BAXTER PUBLIC RECORDS
FEE POLICY AND OPEN RECORDS REQUESTS**

GENERAL POLICY:

It is the policy of the City of Baxter to meet all reasonable requests for information and documents within the constraints of Iowa Code Chapter 22. The purpose of this policy is to fix fees for certain offenses, services or for public examination and duplication of records.

CUSTODIAN OF RECORDS:

While the overall custodian of the City's records is the City Clerk, a request to view or a request for a copy of a public record shall be directed to the custodian of the public records for the applicable City department. The custodian of records for the Baxter Police Department is William J. Daggett, Chief of Police.

FEE SCHEDULE:

The schedule of fees for copying of public safety records, municipal violations or services is set by the Baxter City Council. The current fee schedule is as follows and applies to all record requests.

You are required to remit the records request to the Baxter Police Department at 109 S. Main Street (P O Box 412) Baxter, IA 5028 or you may email such requests to bdaggett@baxter-iowa.com.

The City's Open Records Policy Fee Schedule, as updated from time to time, applies to all records requests. The City requires advance payment of its estimated expenses before it will begin to work on a request. The estimated fees will be clearly communicated to the requestor as soon as possible. Any funds collected by the City in excess of the actual fees will be refunded.

Open Records Policy Fee Schedule

The following fees and costs will be charged pursuant to Iowa Code Chapter 22 for access to and/or copies of public records maintained by the City of Baxter.

Service	Fee
Photocopies	\$0.25 per page (black and white) \$0.50 per page (color)
Postage for Copies Mailed (All copies will be sent certified mail, return receipt requested.)	Actual Cost Prepayment is required for postage cost.
Electronic media (All open records requests that are responded to by electronic media shall be done so that the document may not be altered.)	\$5.00 per CD (data files) \$5.00 per DVD (audio / video) \$10.00 per USB drive
Routinely prepared or bound reports	Actual cost(s) to produce reports

The hourly rate for clerical time needed for the reproduction of photocopies and for professional staff time needed to produce or review the documents will be charged based on the actual cost(s) of employee time if time involved exceeds 15 minutes.

Additional Costs

Any costs not mentioned above will be charged to the requestor based on the actual costs incurred by the City.

The person requesting the information shall be provided a bill, which shall be paid before the photocopies will be released. If the cost of responding to a request is estimated to exceed \$10.00, the person requesting the records will be provided with an estimate of costs, which the person will need to agree to pay prior to the copies being made. If the cost of responding to a request exceeds \$50, the person requesting the records will need to pay the estimated costs prior to the copies being made.

The custodian of the requested records will attempt to fill record requests in a timely manner, not to exceed fourteen (14) working days, unless an issue arising concerning the disclosure of records exempt from Chapter 22. These records include, but are not limited to: medical records, personnel or employee-related files, documents concerning litigation or claims, police reports and/or names and addresses of complainants.

All open records requests that are responded to by electronic media shall be provided in a format that prevents the document from being altered.

**CITY OF BAXTER POLICE DEPARTMENT
REQUEST FORM TO EXAMINE OR COPY RECORDS**

Description of Record Requested:

Requester and Record Identification*

Name of Requester	Address	Telephone No.
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Signature of Requester*

If the cost of responding to a request is estimated to exceed \$10.00, the person requesting the records will be provided with an estimate of costs, which the person will need to agree to pay prior to the copies being made. If the cost of responding to a request exceeds \$50, the person requesting the records will need to pay the estimated costs prior to the copies being made.

*This information is not required but will be used to provide a response and/or in the event clarification is needed.

**CITY OF BAXTER POLICE DEPARTMENT
RESPONSE TO REQUEST TO EXAMINE OR COPY RECORDS**

Date of Response: _____

- Your request has been received and is being processed. The City will respond within fourteen (14) days.
- The city has located a response to your requested request the estimated cost of your request is \$ _____

If less than \$50, please sign below if you agree to pay these costs.
If more than \$50, the above amount must be paid prior to copies being made.

I understand that once I return this form with signature, I am liable for the cost to the City of Baxter, Iowa for the cost of copying the requested records regardless of whether I pick up the requested records.

Signature Date

- The record you have requested is exempt from disclosure under Iowa law. Please see the response below.

- The City does not have any documents responsive to your request.
- The City needs additional information to respond to your request. Please provide the following:

For City Use Only

Request received by: _____ On: _____
Action assigned to: _____
Response due date: _____
Fee Amount due: \$ _____ Date fee received: _____