

Open Records Request Policy

General Policy

The purpose of the Open Records Request Policy for the Benton County Solid Waste Disposal Commission (BCSWDC) is to provide direction on responding to a request for examination of public records under Chapter 22, Code of Iowa.

This policy covers all employees and commission members that are serving at the time of the request.

Objective

The objective of this policy is to assure that the Benton County Solid Waste Disposal Commission responds to open records requests in a timely and appropriate manner.

Open Records Policy Terms and Conditions

Benton County Solid Waste Disposal Commission takes seriously its commitment to follow the requirements of the open records law under Chapter 22. Every person has the right to examine and copy a public record or the information contained in a public record. Records that have been deemed confidential to Chapter 22 shall not be released in response to a request. Consult Benton County Solid Waste Disposal Commission legal counsel if you have questions and/or concerns about whether a record is confidential.

Process to Respond To An Inquiry From The Media

All requests for information from the media shall be directed to the Chairperson of the Benton County Solid Waste Disposal Commission.

Process to Respond To An Inquiry From Citizens, Including Businesses

Requests for a public record may be made in person, or by letter; either way, **the Requestor MUST submit their request using the PDF form attached to the end of this document.** The requests shall be forwarded to the manager, treasurer, or legal counsel if the request is not made directly to one of those persons. The commission may seek clarification regarding the information requested.

Upon the receipt of a request for access to a public record, all reasonable steps will be taken to preserve a public record while the request is pending. Responses to the request should be made within twenty (20) business days if possible. The Iowa Code allows for twenty (20) calendar days to determine whether a record should be made available to the requestor. If the records request for public record cannot be fulfilled within the twenty (20) days the requestor will be given a written explanation of the delay and also given an approximate time when the record will be available.

Availability of a Public Record

Open records will be available to the public during normal business hours, 8:00 a.m. to 3:30 p.m., Monday through Friday, excluding Commission designated holidays. Access to the records may be affected by a good faith effort to identify the correct records to respond to the request, locating the specific records requested, determining whether the request involves confidential records, an inability to quickly process the request due to the size of the request or absence of knowledge regarding the requested documents.

The Requestor MUST be specific and detailed in their request.

Benton County Solid Waste Disposal Commission will provide five (5) copied pages at no charge to the requestor. Any additional copied pages will cost \$0.50 per page. Benton County Solid Waste Disposal Commission will provide one (1) hour of staff time per calendar year per requestor to assemble and review documents. Any additional staff time during the same calendar year will be charged at the rate of \$50.00 per hour. Benton County Solid Waste Disposal Commission may also generate an estimate of any cost prior to fulfillment of the request. Benton County Solid Waste Disposal Commission may request payment prior to retrieval of such records.

A Requestor is defined as a person, company or a combination thereof that shares the same physical address.

Policy: Open Records Request Policy

Effective: 5/21/20

Reviewed: 00/00/00

Revised: 00/00/00

Benton County Solid Waste Disposal Commission

Open Records Request

Request Date: _____

Name of Requestor: _____

Company: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Phone: _____

E-mail: _____

Records Requested (Be Specific)

Mailing Address for Response (if different than above)

Street Address: _____

City: _____ State: _____ Zip: _____

Mailing Address for Invoice (if different than above)

Street Address: _____

City: _____ State: _____ Zip: _____

Signature of Requestor: _____

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Official Use Only

Date Received:

Date Response Sent: