

OPEN RECORDS POLICY
Adopted by the Pleasant Hill City Council
February 14, 2006

The purpose of this "Open Records Policy" is to serve as the city's official guide on how requests from the public for public information under the open records law will be administered and processed, and who the city council has delegated the responsibility for implementing the requirements under Chapter 22 of the Iowa Code.

The policy is as follows:

1. The city clerk is delegated as having the responsibility for implementing the requirements under Chapter 22 of the Iowa Code, "Examination of Public Records."
2. In the absence of the city clerk, the deputy city clerk is delegated to have the responsibility for implementing the requirements under Chapter 22 of the Iowa Code "Examination of Public Records."
3. The city clerk may assign custodianship of certain records to another person and/or department, if the city clerk deems this to be in the best interest of the city. Said assignment for custodian of records can be modified from time to time at the discretion of the city clerk. In the event the city clerk makes modifications to said custodian assignments, the city clerk will, within a reasonable time, forward copies of said changes to the city council for their records. In addition, the city clerk will keep current, in a reasonable time, said assignments on the city's website as to make it easier for the public to determine which individual to direct requests. It should be noted that an individual requesting information under this section always has the right to start with the city clerk, and in the event said information has been assigned to another individual of the city, the city clerk will advise said person requesting the information.
4. The city has deemed that public information requested by an individual, under Chapter 22 of the Iowa Code, must be provided in a reasonable amount of time. The city sets its definition of a reasonable time to be 20 calendar days; however, the city clerk will make every effort to acknowledge individual requests for information prior to 20 calendar days, when possible.
5. The city recognizes that because technology continues to change, that requests for information may come in various forms. It is also understood there are times when said alternate forms of communication are not compatible with the city. Therefore, to standardize the requests for information under Chapter 22 of the Iowa Code, all requests must be received in written format (mailed or hand-carried to the office of the city clerk) to be officially recognized as falling under the guidelines of this policy. This does not prohibit individuals from using other forms of communication, such as email, but they are doing so with full knowledge of the city's policy. It should be noted that the city clerk will still make every effort to accommodate said alternate forms of communication for requests; however, requests in email form will not be guaranteed to have been received, because of times when the city clerk is out of the office and/or unavailable, or the city's email system is not operating.

6. Chapter 22.4 of the Iowa Code allows the city to provide hours that records will be made available for public view. Once the city clerk is in receipt of a written request for public information, a time and place will be made available for the individual to review the records. The normal time for individuals to view records under the Iowa Code is 9:00 a.m. to 4:00 p.m. during normal working days.
7. Chapter 22 of the Iowa Code prohibits records considered confidential to be available to the public. Please refer to Chapter 22.7 of the Iowa Code for the details of those records recognized by the State of Iowa as confidential. In the event the city clerk deems the requested information to be in the confidential section, the individual will be advised of said determination. The city clerk shall forward any requests that are not clearly recognized as confidential to the city attorney, which may delay the requested information beyond the 20-day reasonable time.