



City of Tipton

# Open Records Request Form

407 Lynn Street Tipton, IA 52772

Telephone: (563) 886-6187 Fax: (563) 886-2759

Email: marmstrong@tiptoniowa.org or alenz@tiptoniowa.org



### IMPORTANT NOTICE

The last page of this form contains important information related to your rights concerning open records. Please read it carefully.

### Requestor Information – Please Print

First Name \_\_\_\_\_ MI \_\_\_\_\_ Last Name \_\_\_\_\_

Email Address \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_

Preferred Delivery: Pick Up  US Mail  Fax  E-Mail

Signature \_\_\_\_\_ Date \_\_\_\_\_

### Payment Information

Maximum Authorization Cost: \$ \_\_\_\_\_

Select Payment Method

Cash  Check  Money Order  CC

Fees: Letter size pages - \$0.25 per page.  
\$0.50 for 2 sided copies. Legal size pages - \$0.50 per page. \$1.00 for 2 sided copies, in black and white, double fees for color copies. Other materials (tapes, etc.) - actual cost of materials. Hourly fee based upon individual preparing the information.

Delivery: Delivery / postage fees additional depending upon delivery type.

Extras: Special service charge dependent upon request

Record Request Information: Please be as specific as possible in describing the records being requested. Also, please note that your preferred method of delivery will only be accommodated if the custodian has the technological means and the integrity of the records will not be jeopardized by method of delivery.

Large empty box for providing detailed record request information.

### AGENCY USE ONLY

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Est. Document Cost \_\_\_\_\_

Est. Delivery Cost \_\_\_\_\_

Est. Extras Cost \_\_\_\_\_

Total Est. Cost \_\_\_\_\_

Deposit Amount \_\_\_\_\_

Estimated Balance \_\_\_\_\_

Deposit Date \_\_\_\_\_

Disposition Notes  
Custodian: If any part of request cannot be delivered in 10-20 business days, detail reasons here.

In Progress - Open \_\_\_\_\_

Denied - Closed \_\_\_\_\_

Filled - Closed \_\_\_\_\_

Partial - Closed \_\_\_\_\_

Tracking Information		Final Cost
Tracking # _____	Total _____	
Rec'd Date _____	Deposit _____	
Ready Date _____	Balance Due _____	
Total Pages _____	Balance Paid _____	
<b>Records Provided</b>		
Custodian Signature _____	Date _____	

1. **You may be charged a 50% or other deposit when a request for copies exceeds \$25.** The **City of Tipton** custodian will contact you and advise you of any deposit requirements. You agree to pay the balance due upon delivery of the records.
2. By law, the **City of Tipton** must notify you that it grants or denies a request for access to government records within twenty (20) business days after the agency custodian of records receives the request. If the record requested is not currently available or is in storage, the custodian will advise you within twenty (20) business days after receipt of the request when the record can be made available and the estimated cost for reproduction.
3. You may be denied access to a government record if your request would substantially disrupt agency operations and the custodian is unable to reach a reasonable solution with you.
4. If the **City of Tipton** is unable to comply with your request for access to a government record, the custodian will indicate the reasons for denial on the request form or other written correspondence and send you a signed and dated copy.
5. Information provided on this form may be subject to disclosure under the Open Public Records Act.

The Iowa Open Records Law is a series of laws designed to guarantee that the public has access to public records of government bodies at all levels. The law includes all records of government agencies except where the documents have been deemed confidential. Exemptions include:

- Personal information on accepted students, current students, and past students
- Medical records
- Trade Secrets
- Records of attorneys who represent the state
- Reports that result in unfair competition
- Appraisal information for public land purchases
- Criminal files
- Military confidential records
- Personal information in records of employees and elected officials of public agencies
- Library records
- Information on the donors of charitable contributions
- Corrections department information that would jeopardize security
- Communications made to the government but not required by statute
- Examinations
- Archaeological and historical ecologically sensitive material locations and information
- Marketing and advertising budgets and strategies for non-profits
- Information maintained by mediators employed to solve the disputes with government agencies

Anyone can request public records and the law does not require a statement of purpose for records requests. There are no restrictions for use of the records in the law and you must allow 10-20 days for a record request response to be completed.