

PUBLIC RECORDS

The right to examine and copy a public record and to publish or otherwise disseminate a public record or the information contained in a public record. Iowa Code 22.2(1) & 22.3 includes the right to “examine a public record without charge while the public record is in the physical possession of the custodian of the public record”. There is also a right to photocopy records. Consider the following form in light of your duties as well as your **rights** to supervise and guard against “damage or disorganization” of public records:

Persons seeking public records within the control of City of Hiawatha may examine such records at city offices between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday, except legal holidays, under the supervision of city staff. After examination, persons seeking public records shall specifically and clearly indicate which records are wanted. City staff shall make and deliver copies at the rate of \$.20 per page; costs shall be computed and paid in advance. The City may charge for time to complete the records request at the staff member’s hourly rate depending on the size and amount of the records request.

City staff shall be afforded sufficient time to make and deliver said copies, i.e. 1-10 copies, one (1) full business day; 11-100 copies, two (2) full business days; 101-500 copies, five (5) full business days; 501-1000 copies, ten (10) full business days; 1000+ copies, twenty (20) full business days; each additional 1,000 copies or increment thereof, ten (10) full additional business days.

Although the attached records are deemed to be ‘public records’ under Iowa Law, you are hereby advised that your use of this information must comply with all local, state and federal laws including but not limited to laws relating to privacy, harassment, discrimination, debt collection, libel, slander and tort. Misuse of said information by you in violation of the law is exclusively your responsibility.

City of Hiawatha hereby denies any and all responsibility for how this information is used by you. If any third party makes a claim against Hiawatha for misuse of this information attributable to you, Hiawatha shall pursue all available legal remedies against you.

If you would like to submit a records request, please contact the City Administrator by email at cityadmin@hiawatha-iowa.com or City Clerk by email at cityclerk@hiawatha-iowa.com.