



# IEDA Public Records Request

Date of Request: \_\_\_\_\_ [Date]

Requesting Party: \_\_\_\_\_ [Name]  
\_\_\_\_\_ [Street Address]  
\_\_\_\_\_ [City, state, zip]  
\_\_\_\_\_ [Phone]  
\_\_\_\_\_ [Email]

Contact Person(s) (if different than Requesting Party):  
\_\_\_\_\_ [Name]  
\_\_\_\_\_ [Street Address]  
\_\_\_\_\_ [City, state, zip]  
\_\_\_\_\_ [Phone]  
\_\_\_\_\_ [Email]  
  
\_\_\_\_\_ [Name]  
\_\_\_\_\_ [Street Address]  
\_\_\_\_\_ [City, state, zip]  
\_\_\_\_\_ [Phone]  
\_\_\_\_\_ [Email]

**Scope of Records Request** (Please describe in as much detail as possible your records request to assist us in locating the records):

Time Period Covered: \_\_\_\_\_ [Dates]

### Search Procedures

An hourly search fee will be charged for actual agency expenses in searching for requested records. There is no charge for the first hour of a search. The fee is based upon the pay scale of the employee involved and other actual costs incurred. If you wish to request a search of the back up tapes, please let us know. The cost for a search of the backup tapes will be at rate charged by Iowa Technology Department.

### Email Records

If email records are part of the request, IEDA technology staff will conduct a search of the email records of the IEDA staff believed to have records covered by the request, or specifically identified in the search request. The search process will include a search of the individual's online Outlook Inbox, Sent, Deleted and Subfolders.

**Search terms** (Identify the specific words or phrases you want to be used):

**Maximum Fee Authorized by Requester**

As specified in IEDA's administrative rules, requests for access to open records must set out the maximum search fee the requester is prepared to pay. If the maximum search fee is reached before all the requested records have been located, the requester shall be notified and asked for further directions before the search proceeds.

Please indicate the maximum search fee that you are willing to pay for this request.

Maximum fee authorized: \$ \_\_\_\_\_ [Dollar amt.]

Alternately, if you would like an estimate of the search fees prior to initiation of the search, check here: \_\_\_\_\_ Yes, send me a cost estimate before searching.

**Request to Waive Fees (complete, section if applicable):**

**Fees:**

- Search fee* - hourly cost of pay rate of each individual performing a search.
- Supervisory fee during examination and copying of records* - \$17.10/hour (based on the rate of an administrative assistant; you will be notified if it will be necessary to use an employee with a higher hourly wage to supervise the examination and copying of certain records, and you will be notified of that higher rate)
- Copying* - 10 cents per page
- Backup tape restoration and search* - ITE's fee is approximately \$126/hour
- Copy of audiocassette tape* - actual cost
- Copy of CD/DVD* - actual cost