



FOIA (Freedom of Information Act) Request to Inspect Records

Requests to review public records or for copies of district information may be submitted via phone to the Communication Relations Director at 319-848-5220 or via email to Steve Doser at sdoser@crprairie.org

Requestor Information: *(Please Print)*

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

I Request To: *(Please check one of the following)*

☐ Review the following

☐ A photocopy of the following

Please describe which public records of the College Community School District you are requesting to review or photocopies of. ***Please be as specific as possible.***

The following charges will be applied and are due upon receipt of information:

- **Photocopies:** 10¢ per side
- **Clerical Costs:**
 - o Actual cost, per hour, of employee time and any legal fees associated with review and/or retraction of records as allowed by Iowa Code Section 22.3(2)
 - o In determining actual cost, a series of requests from one person or organization in a 30-day period or a series of requests from persons in a single organization may be aggregated

Requests will be completed as quickly as possible but may take up to two weeks for processing.

This Section to be completed by the Business Office:

Date Request Received: _____ Date Completed: _____

Time Needed to Fulfill Request: _____

Name of Employee Completing Request: _____

Title of Employee Completing Request: _____