

**Subject:** Osceola County Attorney Policy regarding Public Records Requests

1. Secretarial time for services described in Iowa Code Section 22.3 shall be charged at the rate of eighteen dollars (\$18.00) per hour.
2. Attorney time required for services described in Iowa Code Section 22.3 and services to sort through records to determine if some or all records requested are confidential as defined by the Iowa Code, shall be charged at the rate of forty dollars (\$40.00) per hour.
3. Copies of public records will be charged at the rate of fifty cents (\$00.50) per page in addition to the hourly rate.
4. If the estimated cost of providing the requested records exceeds ten dollars (\$10.00) then payment of the estimated amount shall be made in advance of the start of work to produce the records. The estimate of the cost of producing public records shall be determined by the county attorney or his designee.
5. Any request that requires tech assistance or other services from an entity or person who is not a county employee shall be paid in advance at the rate charged by said person/entity.
6. Requests for mailing will be charged to the requestor at the actual cost of mailing.
7. Any issue not specifically addressed in this policy will be determined by the county attorney in compliance with Iowa law.

Robert E. Hansen  
October 21, 2013