

Franklin County Auditor's Office Request for Access to or Copies of County Records Policy

The Franklin County Auditor's Office is committed to transparency in government. We will provide our customers the fullest assistance possible when requesting access to public records. The Franklin County Auditor's Office wishes to adopt and enforce reasonable rules and regulations consistent with the intent of the Public Records Act; to provide access to public records, to protect public records from damage or disorganization; and to prevent interference with essential County business. Therefore, the Franklin County Supervisors do adopt the following policy:

1. The Franklin County Auditor's office makes all public records available except those that are exempt by state or federal statute.
2. Any person wishing to inspect or copy identifiable public records of the Franklin County Auditor's Office should make the request in writing one of the following ways:
 - a. By letter mailed to PO Box 25, Hampton, Iowa 50441
 - b. By fax sent to 641-456-6001
 - c. By email sent to auditor@co.franklin.ia.us
3. The following information should be included in each request:
 - a. Name & address of the requestor.
 - b. Contact information, including telephone number, email address, & mailing address (when applicable)
 - c. Identification of the requested records adequate for the office staff to locate the records
 - d. The date of the request
4. Oral Requests: Office staff may accept requests for public records that contain the above information by telephone or in-person. If an oral request is made, the staff member will confirm receipt of the information and the substance of the request in writing.
5. Conduct Research – if the requestor requests research that takes a member of the Franklin County Auditor's Office more than 15 minutes to complete, the office may charge an hourly fee with a minimum of 1 (one) hour being charged.
6. Counter Documents – Documents retained by the Franklin County Auditor's office that are readily available and can be provided without substantial research may be released without filing a written public record request.
7. Costs of Providing Copies of Public Records:
 - a. There is no fee for a member of the public to inspect public records in the Franklin County Auditor's Office.
 - b. The Franklin County Auditor's Office may impose an hourly rate (with one hour minimum charged) if the records require more than 15 minutes to locate and produce, which are considered above and beyond normal to the office.
 - i. Fulfilling the request requires extensive use of information technology resources to identify, locate, format, or translate a record or provide electronic services, or:
 - ii. The request requires specialized analytical, research, or supervisory assistance to identify, locate, compile, or transfer the records
 - iii. Research Fees - \$25 per hour
 - c. There is a cost to receive copies of records:
 - i. Black & White Copies – 25 cents per page
 - ii. Color Copies – 50 cents per page
 - iii. 1 copy of maps may be provided to the landowner at no charge. If a requestor/landowner requests multiple copies of the same map, then the copy fees would apply.
 - iv. Emailed Copies of Maps - \$2.00

- v. Data requests to include but are not limited to a spreadsheet of all ag landowners in Franklin County, top tax landowners in Franklin County, etc.
 - d. The Franklin County Auditor's Office may require a deposit of up to ten percent of the estimated costs of copying all the records selected by the requestor. The employee may also require the payment of the remainder of the copying costs before providing all the records. The Auditor's Office will not charge sales tax when it makes copies of public records.
8. All public records requests are subject to inspection and approval by the Franklin County Auditor

Passed and adopted on the 4th day of October, 2021.

ATTEST:

Michael Nolte, Franklin County Board of
Supervisors Chairman

Katy A Flint, Franklin County Auditor & Clerk to
the Board of Supervisors