



## 2021 Open Records Request Overview

- 23 total requests
- 15 fulfilled **for free**
- 2 fulfilled at **split cost**
- 3 fulfilled **at cost**
- 3 unfulfilled (1 unpaid invoice, 1 withdrawal, 1 no reply)
- **Total open records charges for one year: \$2,006.00 (\$1,435 were legal fees)**
  - \$829 paid by The Gazette
    - KCRG notified CRCSD that KCRG and The Gazette made their own arrangements for KCRG to obtain these same records for free. CRCSD proceeded to fulfill the KCRG request for free.
  - \$782 paid by The Gazette
    - KCRG notified CRCSD that KCRG and The Gazette made their own arrangements for KCRG to obtain these same records for free. CRCSD proceeded to fulfill the KCRG request for free.
  - \$192.50 paid by The Gazette
    - The Gazette originally paid \$385 for the records and subsequently KCRG requested from CRCSD to charge KCRG half the amount for the same records. CRCSD proceeded to invoice KCRG for half (\$192.50) and conducted The Gazette reimbursement transaction for half (\$192.50).
  - \$192.50 paid by KCRG
    - The Gazette originally paid \$385 for the records and subsequently KCRG requested from CRCSD to charge KCRG half the amount for the same records. CRCSD proceeded to invoice KCRG for half (\$192.50) and conducted The Gazette reimbursement transaction for half (\$192.50)
  - \$10 paid by Individual
    - Individual requested the records be on flash drive; CRCSD provided the documents for free and charged an at-cost fee for the flash drive.

**If the 3 unfulfilled requests are taken out of the mix, this accounts for 15 out of 20 requests that were fulfilled for free, with an additional 2 at 50% cost.**

**75% of the open records requests in 2021 were provided for free.**



## Breakdown of 2021 Open Records Request

Subcontractor lists/bids/vendors/schedule of values - no legal review needed

- 2 requests
  - 2 fulfilled free

IAC Tracker - no legal review needed

- 1 request
  - 1 fulfilled free

CRCSD staff information - no legal review needed

- 1 request
  - 1 partial fulfillment free
    - Name, title, salary provided
    - Per Iowa Code, staff personal address and phone not provided

CRCSD staff salary list - no legal review needed

- 1 request in late 2021
  - 1 fulfilled in early 2022 free

Individuals (community member and/or family member) - potential legal review required

- 6 requests
  - 4 fulfilled free
  - 1 fulfilled at \$10 cost for flash drive
  - 1 invoice sent but requester did not pay
    - request not fulfilled and invoice voided

Media Outlets - potential legal review required

- 11 total requests
- 5 fulfilled for free
- 2 fulfilled at split cost
- 2 fulfilled at cost
- 1 withdrawal
- 1 estimate was provided with no reply
- See next page for a breakout of media requests by outlet and the related notes:



**Media requests by outlet and related notes:**

<b>Media Outlet</b>	<b>Requests</b>	<b>FREE</b>	<b>Split Cost</b>	<b>At Cost</b>	<b>Withdraw</b>	<b>No Reply</b>
<b>KCRG</b>	6	3*	1**		1***	1****
<b>The Gazette</b>	3		1**	2*		
<b>KGAN</b>	1	1				
<b>QC Times</b>	1	1				
<b>TOTALS</b>	11 requests	5 free	2 split cost	2 at cost	1 withdraw	1 no reply

\*Note: One media outlet (**KCRG**) received two open records requests at no cost because the initial media outlet (**The Gazette**) paid full price for the requests and then agreed, via the two media outlets' own correspondence, to request CRCSD provide the records to KCRG at no charge. CRCSD initially offered the records to KCRG at half the cost and a reimbursement to The Gazette, but on September 16, 2021, KCRG News Director Adam Carros sent an email, with The Gazette Executive Editor Zack Kucharski copied, to CRCSD stating, "He and I have spoke about the two records and have agreed to share them on our end"

\*\*Note: One **50% reimbursement was provided to a media outlet (The Gazette)** that had paid the original \$385 full invoice amount. The reimbursement occurred after a second request from a different media outlet (KCRG) was made for the same open records with a request to "pay half of the \$385." **KCRG received the open records content at half the cost.**

\*\*\*Note: Ethan Stein, KCRG reporter, withdrew a request on November 29, 2021 after CRCSD proactively followed up for clarity and on the status of the request.

\*\*\*\*Note: An estimate and details were provided via CRCSD legal to KCRG legal on December 13, 2021, with no reply from KCRG legal or KCRG news as of January 24, 2022.

**See next page for reference material on CRCSD website regarding open records requests protocol, background information and CRCSD board policy.**

**For open records information, visit [CRCSD Open Records Webpage](#)**

Requests for open records may require legal review of the requested records to ensure confidential information, including but not limited to personally identifying information about any student, is not disclosed. This review is necessary to ensure compliance with federal and state law. Reasonable legal fees incurred by the District to respond to open record requests are not to be paid out of taxpayer funds. The District will require the individual requester or for-profit entity requesting the records to pay the actual cost of the review. Note: For-profit entities include the media.

If there are other expenses associated with fulfilling a request for records, such as copying costs and time spent compiling the requested records, the requesting party may be required to pay the actual cost of fulfilling the request. The District may, in its sole discretion, waive this fee for non-profit organizations and/or for requests that require a minimal amount of time/cost to fulfill.

If the District assesses a cost to the requester, the requester must pay the estimated cost in full in advance of the District fulfilling the request.

**For board policy, visit [Procedure 1008a Request for Public Records](#)**

A fee may be charged for actual District expenses in retrieving and supervising the examination of requested records, which is in addition to the copy fee. In addition, costs for retrieval and copying of public information stored in electronic storage systems may be charged to the requester.