



1918 SE Hulsizer Road, Ankeny, Iowa 50021
 IowaABD.com | PH 515.281.7400 | FAX 515.281.7375
[Click to send form to: info@iowaabd.com](mailto:info@iowaabd.com)

PUBLIC RECORDS REPRODUCTION REQUEST

About this form:

- Use this form to request public records from the Iowa Alcoholic Beverages Division (ABD). See reverse side for additional information.
- The request should sufficiently describe the records so that they can be identified, located and retrieved by ABD staff.
- Completed forms can be filled out electronically, mailed, faxed or submitted in-person to ABD at the address listed above.

NOTE: To e-mail this request to Info@IowaABD.com – Save this document with the Save As... command to your My Documents Folder. Remember the name in which you saved the document. Click on the Click to send form to: link above and attach your saved file to the e-mail.

Availability:

- ABD will make every effort to process the request in a timely manner.
- Open records will be available to the public during customary office hours, which are 8:00 a.m. to 4:30 p.m., Monday through Friday, excluding state designated holidays.

Duplication fees and associated costs:

- Photocopy of records – \$0.25 per standard page
- Compact discs - \$5.00 per disc
- Email – no cost unless scanning is required. Scanned documents are \$0.15 per page
- Facsimile - \$0.25 per standard page (up to 20 pages)
- Extra charges for requests requiring special programming, delivery other than first-class mail, rush orders, oversized materials, or staff time spent retrieving and/or supervising the public examination.
- Payment is required upon receipt of requested documents.

1. Document Information	Date of request:
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Name/description of record or document:

Name of person(s)/business on the record or document:

Date(s) of record or document:

Vendor number(s):

Item code(s):

2. Delivery Information

CHECK ONE: Paper copy Compact disc copy Email Facsimile (20 pages or less) In-person records inspection

CHECK ONE (for paper copy or compact disc copy): Will pick-up record(s) in-person Request the record(s) be sent by mail

3. Contact Information

First name:	Last name:
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Address (include street or box number):	City:	State:	Zip code:
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Telephone number (include area code):	Fax number (include area code):	Email address:
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FOR OFFICE USE ONLY

Initials	Copying fee:	Postage:	Paid by: <input type="checkbox"/> Check (check no. _____) <input type="checkbox"/> Cash <input type="checkbox"/> EBT
Sent documents by: <input type="checkbox"/> Mail <input type="checkbox"/> Fax <input type="checkbox"/> Email		Sent record(s) on (date):	Notes:



Request for Public Records Information

Chapter 22 of the Iowa Code, Examination of Public Records (Open Records), was enacted to permit the citizens of Iowa broad and easy access to public documents. The citizens of Iowa have the right to obtain information relating to their government and to more fully participate in the government process. Iowa Code defines public records as:

. . . all records, documents, tape, or other information, stored or preserved in any medium, of or belonging to this state or any county, city, township, school corporation, political subdivision, nonprofit corporation other than a fair conducting a fair event as provided in chapter 174, whose facilities or indebtedness are supported in whole or in part with property tax revenue and which is licensed to conduct pari-mutuel wagering pursuant to chapter 99D, or tax-supported district in this state, or any branch, department, board, bureau, commission, council, or committee of any of the foregoing.

. . . all records relating to the investment of public funds including but not limited to investment policies, instructions, trading orders, or contracts, whether in the custody of the public body responsible for the public funds or a fiduciary or other third party.

Iowa Code 22.1(3)(a)and(b)

However, certain types of documents are specifically excluded from disclosure, and therefore, from public access. These exceptions can be found in Iowa Code 22.7.

Availability of a Public Record

Open records will be available to the public during customary office hours, which are 8:00 a.m. to 4:30 p.m., Monday through Friday (except state designated holidays). Immediate access to records may be affected by a good faith effort to: verify the scope of the record's request, locate the specific records requested and determine whether any of the records, or information contained within, is confidential in nature. ABD will make every effort to provide the public with access to public records in a prompt and efficient manner. If ABD discovers that circumstances will prolong a timely response, the office will notify the requestor at once and make alternate arrangements to provide the response in a manner that is satisfactory to the requestor.

Confidential records may be withheld, and confidential information within an otherwise open record may be redacted, prior to a record's release for public examination and copying. If a confidential record is withheld from examination and copying, or confidential information within an otherwise open record are redacted, ABD will identify the document(s) and cite the applicable provision of law, which supports the decision to withhold the confidential information from public examination.

Requests for a Public Record

ABD will fulfill requests for a copy of a public record received in writing, by telephone or in-person. A written request will assist in insuring ABD's accuracy in responding to the request. The request must reasonably describe the records requested so that they can be identified, located and retrieved by ABD staff. Persons who submit a written request for public records should also provide a contact name, address, and telephone number in order to facilitate effective communication with ABD regarding the request.

Public records may be viewed (inspected) in the ABD office, 1918 SE Hulsizer Road, Ankeny, Iowa 50021. The person inspecting the records shall not damage, disorganize or remove any such records from ABD. The ABD reserves the right to have its staff present during the inspection. There is no charge to inspect records.