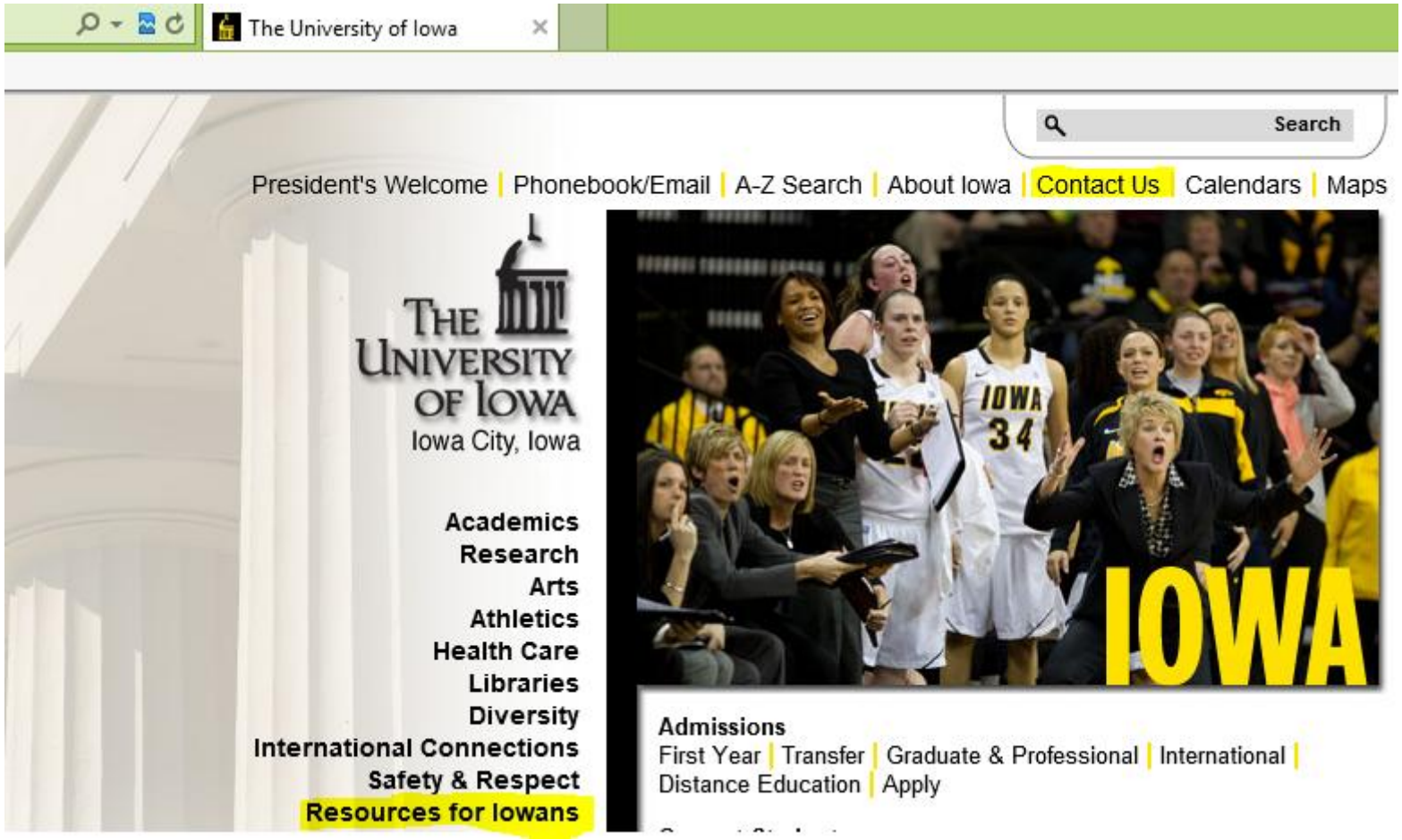
Regent Transparency Task Force
April 5, 2013

The University of Iowa

Points of contact



Contact Us

Contact Us

By Phone
The main University phone number is 319-335-3500.

Campus Office Directory
People Search (Phonebook)

By E-Mail
To locate individual e-mail addresses, please use the phonebook/e-mail search

By U.S. Mail
UI Building Address Directory
UI Department Address Directory

Emergency Numbers
On Campus: 335-5022
Off Campus: 911

Contact the Webmaster
To send a message to the University Webmaster or selected departments, please use the form below.

Send a Message to the UI Webmaster

My Question/Comment Concerns...

Note: Please include your name and e-mail address below so that we can reply to your message.

Your Name
E-mail
Phone
Message

Send Message | Reset Form

Phonebook/E-mail

Name:
Example: j doe or jane doe or help desk

Search for Faculty, Staff, Students | Clear Form

Other Directories
Advanced People Search
Campus Office Directory
More Contact Information

Campus Office Directories
UI Building Names and Abbreviations
UI Building Address Directory

Updating Directory Information
Information for Staff, Students, and Alumni

Related Information
Search A-Z
Campus Maps
UI Webmail
Outlook Web Access (OWA)
Telephone User Guides

A-Z Search

A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T | U | V | W | XYZ | #

A

@IOWA, see Spectator@IOWA
About Iowa
Academic Advising Center
Academic and Research Centers, Programs & Institutes
Academic Calendar
Academic Programs
Academic Position Listings
Academic Technologies, see Instructional Services (technology)
Acceptable Use of Information Technology Resources
Access and Construction Alerts
Accessible Entrances, see Building Locator Maps
Accessibility, Web
Accounting and Financial Reporting
Accounting Department, Tippie College of Business
Accounting Code Manual

Search the UI with Google

Search | Clear

Other Search Options

Advanced Search
Other Campus Search Engines
Phonebook/Email
Campus Office Directory
Who Does What List
Acronym Directory

Resources for Iowans

Resources for Iowans

Complete List of Resources
A-Z of Resources for Iowans

Continuing Education
Continuing Education
Speakers Bureau
More...

Resources for Iowa Businesses
Iowa Nonprofit Resource Center
Pappajohn Entrepreneurial Center
Small Business Development Center
Iowa Centers for Enterprise
College of Engineering Economic Partnerships
Hire a UI Grad or Intern
More...

University Libraries
Distance Education Services
Hardin Library for the Health Sciences
Ask a Librarian
Special Collections
Iowa Women's Archives
Government Publications
Services for Visitors
More...
More...

Public Records Requests
UI Public Records Site

Statewide Outreach
University of Iowa Outreach by County

K-12 Education
Museums and Tours
Arts Share
Belin-Blank Center
More...

Health Care and Human Services
University of Iowa Hospitals and Clinics
Disability Resources
Health Information Library
More...

Resources for Towns and Cities
Institute of Public Affairs
Iowa Flood Center
Iowa Nonprofit Resource Center
State Archaeologist
Transportation Policy Research Center
Hire a UI Grad or Intern
More...

Public Health
College of Public Health
College of Public Health-Based Centers
University Hygienic Laboratory
More...

Outreach

The University of Iowa impacts the lives of Iowans from border to border and river to river. We invite you to learn more about our connections in your community.

View a map of Iowa by county, house, senate and congressional district.

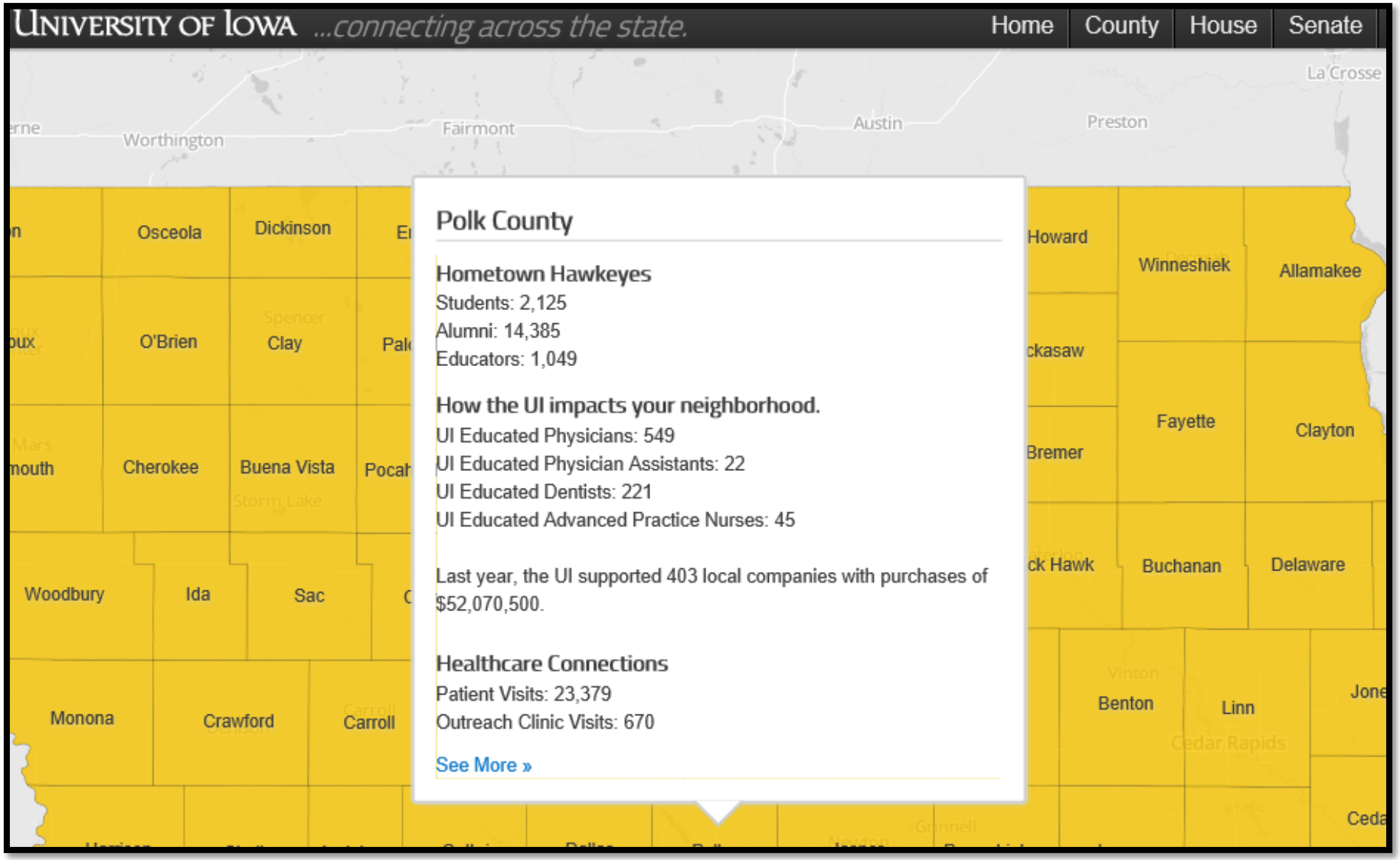
Or select a county from the dropdown list below (recommended for mobile devices.)

For comments/suggestions, contact us at governmental-relations@uiowa.edu.

Select a county

Facebook Twitter Google+

Polk County UI Impact



THE UNIVERSITY OF IOWA Public Records Site

Vice President for Strategic Communication Office of the General Counsel

- How to File a Request
- Fees for Obtaining Public Records
- Public Records Request Log
- Records Available Online
- Guidelines for UI Employees Handling Records Requests
- FAQ
- Contact Us
- Home

Welcome

In its statement of core values, The University of Iowa "recognizes its accountability to the people of Iowa and the need to exercise responsible stewardship over the intellectual and material resources entrusted to it."

That obligation is also codified in state law. As a public university, the UI and its employees are subject the Iowa Public Records Law, Chapter 22 of the Iowa Code, which establishes that most documents or records held by governmental agencies are public and subject to disclosure.

This website was created to provide an easily accessible source by which Iowans and others can make a public records request and can see public records requests made to the UI. We also offer links to information that is commonly made public through reports to the Iowa Board of Regents as well as other information of general interest.

In addition, we offer information about public records, including:

- What is the definition of a public record?
- How to make a public records request
- Who can make a public records request?
- How long does it take to process a request?
- Are there any costs to request a public record?
- Are there penalties for failure to comply with the public records law?
- Confidential records
- The University's process for responding to public records

Public Records Available Online

In keeping with the spirit of openness and accountability, we offer immediate access to information that is commonly made public through reports to the Iowa Board of Regents as well as other information of general interest.

UI Employee Salaries

- Online Salary Data Tool

Documents Submitted to the Board of Regents

- Board of Regents Report Table (Materials submitted by The University of Iowa)
- Full listing of Board of Regents Reports (from all Regent institutions)
- Regent Agenda Items (2000-present)

University Budget Information

Information about budget development, funding sources, and overall income and expenditures. Budget Development Office site.

Enrollment and Tuition Information

- Tuition and Fee Information
- Profile of Students
- Common Data Set
- Student Consumer Information

Reference Documents

- Facts at a Glance
- Operations Manual
- Staff Handbook

Suggestions?

To suggest other documents for posting here, write to public-records@uiowa.edu.

Filing a Public Record Request

How to File a Request
Fees for Obtaining Public Records
Public Records Request Log
Records Available Online
Guidelines for UI Employees Handling Records Requests
FAQ
Contact Us
Home

How to File a Public Records Request

You may request public records by telephone, e-mail, in person, or in writing.

- Please submit e-mail requests to public-records@uiowa.edu.
- Call (319) 384-0037 to make your request by phone.
- Send fax requests to (319) 384-0024. Please include the words "Public Records Request" on your cover sheet or at the top of your fax.
- Send written requests to: Steve Parrott, University Relations, 351A PCO, Iowa City, IA 52242.

Please be aware that requests for public records are themselves a public record. This means that the requester's name, request, and the documents provided are all subject to public disclosure.

Who can make a public records request?

Anyone is welcome to file a request for information. The Iowa Attorney General's Office has identified these rights for persons requesting public records: Rights for people requesting public records.

Related links

- How long does it take to process a request?
- Fees for obtaining public records
- Confidential Records
- What is directory information?
- What happens after a request is made?

What Happens After a Request is Made?

After you make a public records request, the custodian of public records (Steve Parrott, University Relations) will acknowledge that request, usually through an e-mail.

Next, your public record is entered in a log of public records, including the date and the substance of your request.

The request is also forwarded to the offices and individuals that may have documents that are responsive to the request. For simple requests, those offices are advised to retrieve the documents and return them to the custodian, who shares them with one of the lawyers in the UI Office of the General Counsel to determine if any documents or portions of those documents should be redacted or withheld because they are confidential under law.

If there are no confidentiality issues or if confidential information can be redacted, the next step is to provide them to the requester in whatever form that person prefers: electronic, paper, CD, etc.

If the entire document or documents requested are determined to be confidential, the UI notifies the requester that the document cannot be released, citing the appropriate section of Iowa law.

Public Records Request Log

Beginning February 2013, at the end of each month, a summary from the previous month will be provided. The summary will include the same information currently provided of the request date, requester, and short description, but will also include the date completed or if the request is still pending.

Initial Request Date	Requester	Short Description
02/26/2013	Cheryl Robinson	Memorandum of agreement for the 109 River St site
02/25/2013	Erin Jordan	Athletics hiring documents
02/21/2013	Diane Heldt	Communications between UI and Johnson County Sheriff
02/21/2013	Brent Griffiths	Communications between UI and Johnson County Sheriff
02/19/2013	Kristen East	Email from Regent Rastetter to President Mason
02/19/2013	Diane Heldt	President Mason's email correspondence

Public Record Requests in 2012

Total requests: 314
By way of comparison, for the first calendar year we started keeping track, 2003, there were 41 requests.

Documents turned over: 51,451 pages

189 (60%) were completed in 10 business days or less.
49 (16%) were completed within 20 calendar days.
43 requests (14%) took more than 20 days to complete.
33 requests (11%)were denied for statutory reasons.

- 217 requests came from reporters, including one independent blogger (69%)
    - 182 requests came from Iowa Reporters (58%)
    - 35 requests came from out of state reporters (11%)
- 31 came from private individuals (10%)

As of March 29, 2013: 98 Requests

THE UNIVERSITY OF IOWA