Public/Open Records Requests

General Process

1. Follow Iowa Public Records Law, Chapter 22
2. Request sent to appropriate UNI department
3. Copies to: University Secretary, University Relations, University Counsel
4. Department determines an estimated cost
5. Office of Business Operations sends invoice to person requesting the information
6. Payment must be received before any work is done
7. Electronic search, redaction and delivery whenever possible
8. Fees
   o $30 per hour (typically no charge for simple requests requiring less than one hour)
   o 25 cents per page for copies if more than 20 pages must be copied
   o $75 per hour for records that must be extracted from computer databases
Public Records Requests

http://www.uni.edu/publicrecords

The Iowa Public Records Law, Chapter 22 of the Iowa Code, establishes that most documents or records held by governmental agencies, including the University of Northern Iowa are public and subject to disclosure.

Certain exceptions apply for confidential records under section 22.7 of the Iowa Code. For example, certain records and information relating to students and personnel may be confidential and not disclosed.

The Office of University Relations at the University of Northern Iowa coordinates most of the media requests for public records, with the exception of athletics. You may request public records by email, phone, writing or in person.

- Please submit email requests to stacey.christensen@uni.edu.
- Call Stacey Christensen, public relations manager, 319-273-6728.
- Fax to 319-273-2886. Please include the words "Public Records Request" on your fax.
- Send written requests to Stacey Christensen, Office of University Relations, 125 East Bartlett, Cedar Falls, Iowa 50614-0392.
- Athletic-related requests can be directed to Greg Davies, assistant athletic director for business services, 319-273-7655 or gregory.davies@uni.edu.

The Iowa Code allows governmental bodies, such as UNI to charge a reasonable fee for expenses associated with retrieving, copying, and supervising the examination of public records.

Fees:

UNI fees are as follows:

- $30 per hour for actual time spent retrieving and copying documents and/or for supervising the examination of public records. Typically there is no charge if the time spent on those tasks is less than one hour.
- 25 cents per page for copies if more than 20 pages must be copied to complete a request.
- $75 per hour for records that must be extracted from computer databases.

As a general rule, UNI requires advance payment of the estimated fee. Checks may be made payable to the University of Northern Iowa.

Timely Response:

We will do our best to respond to requests within 10 business days.
Public/Open Records Requests

Key UNI Staff:

- Stacey Christensen, Public Relations Manager – coordination
- Tim McKenna, University Counsel – legal perspective
- Gary Shontz, Controller/Secretary/Treasurer – logging
- James O'Connor, Executive Director, University Relations – coordination
Public/Open Records Requests

- 145 records requests in fiscal 2012
- Popular topics
  - Athletics
  - Salaries
  - Contracts
  - Enrollment data
Access to UNI information

- UNI homepage – www.uni.edu
- Inside UNI (on UNI home page) – www.uni.edu/resources/inside-uni
- Get to Know UNI (on UNI home page) -- http://uni.edu/resources/get-to-know-uni
- College Portrait (Voluntary System of Accountability) – http://www.collegeportraits.org/IA/UNI
- Consumer information (from UNI home page) – http://uni.edu/resources/consumer-info
- Public Information—FERPA (Registrar)
  http://www.uni.edu/registrar/faq/faculty-and-staff/ferpa
- UNI newsroom – (from UNI home page) – http://uni.edu/newsroom/
- UNI Institutional Research site – http://www.ir.uni.edu/dbWeb/
- Social media – Facebook, Twitter, etc. (from UNI home page) – http://uni.edu/social/
What's happening at UNI?

- UNI home page/Inside UNI
- News releases: 352; 260 media pitches; 260 media inquiries
- Alumni e-newsletter/printd magazine
- Panther Parent
- College and department websites, newsletters, magazine – electronic and print
- Panther Caucus
- Social media
- President (media, speeches, etc.)
- UNI experts/speakers bureau
Examples of Web Pages
Examples of Web Pages
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Examples of Web Pages

[Image of the University of Northern Iowa website with various sections such as UNI Alumni Calendar, UNI am blogging, and UNI Featured in "The Princeton Review’s Guide to 311 Green Colleges".]
Examples of Web Pages

January 2013 Panther Parent

UNI recognized by Military Advanced Education
UNI has been selected as a Military Friendly University in Military Advanced Education's (MAE) 2013 Guide to Military Friendly Colleges & Universities. The guide provides potential students with information about institutions that go out of their way to implement military-friendly policies in support of men and women in uniform.

UNI named one of top producers of U.S. Fulbright scholars
The University of Northern Iowa has been named by The Chronicle of Higher Education one of the top producers of Fulbright Scholars in the U.S. after three UNI professors were awarded Fulbright Scholarship grants for their research projects abroad.

Read more: http://uni.edu/newsroom/uni-named-one-of-the-top-producers-of-us-fulbright-scholars#ixzz214e4xh1p

UNI named to Kiplinger’s top 100 'Best-Value Public Colleges'
UNI has been ranked among the nation’s top 100 Best Values in Public Colleges’ by Kiplinger’s Personal Finance magazine for 2013. The ranking cites four-year schools that combine outstanding education with economic value. UNI placed in the top 100 for its high four-year graduation rate, low average-student debt at graduation, abundant financial aid, a low sticker price and overall great value. Read more: http://uni.edu/newsroom/uni-named-to-list-of-nations-top-100-best-value-public-college-by-kiplingers-personal-finance-magazine#ixzz214vW7hE

Presidential search committee begins interview process
The UNI Presidential Search and Screen Committee will bring three candidates to campus. For information about the candidates, visit the presidential search website. The committee’s final recommendations are expected to be presented to the Board of Regents, State of Iowa in mid-February.

UNI unveils new website
UNI’s new enhanced website is live. You’ll find a new parent’s page, too. UNI also has unveiled a brand new communication platform called Inside UNI, linked off of UNI’s home page. The purpose of Inside UNI is to provide more opportunities to tell the stories of faculty, staff and students and share current news and relevant campus announcements.

Spring Commencement details
Dates, times and locations for spring Commencement have been finalized. Visit the registrar’s website for details.

UNI graduates fare well in today’s economy
UNI’s Career Services office collects data on recent grads as well as current students. Nearly 84 percent of last year’s graduates secured jobs or were continuing their education upon graduation, according to the 2011 Career Services Graduate Report.

Read more: http://www.uni.edu/newsroom/uni-graduates-fare-well-in-todays-economy#ixzz215A2ddGK

Panther Caucus
University of Northern Iowa

Welcome to the Panther Caucus, a group of alumni, students and friends working to increase public and legislative support for the University of Northern Iowa. Periodic updates will be sent to Panther Caucus members about some of the great things happening at UNI. Sign up for the Panther Caucus mailing list.

March 20, 2013
National recognition for UNI's chemistry students
UNI’s Student Chapter of the American Chemical Society (ACS) received the Outstanding Chapter award for 2011-2012. The group was recognized in the November/December 2012 issue of the Chemical Messenger and will be honored during the ACS National Meeting in New Orleans next month.

To receive this award, chapters must either meet or exceed all of their goals. The UNI chapter conducted successful chemistry demonstrations at the 2011 Family Weekend and hosted "Broadway Under the Stars." In addition, the group performed a variety of public outreach demonstrations in public locations that included; "Chemistry for Children" at the Sioux City Public Museum, "Chemistry in the Community" at the Sioux City Zoo and "Chemistry in the Classroom" at Van Meter Elementary School.

Along with volunteering and community outreach, the student group also demonstrated excellent chapter development, attended a variety of departmental events, hosted a series of social events and activities and conducted chapter meetings.

Upcoming Event:
African Culture Night
Friday, March 29, 7 to 11 p.m., Old Central Ballroom, Maucker Union
Enjoy food, music, dancing, poetry, an African fashion show and an overview of African cultures and backgrounds.

March 21, 2013
UNI named a finalist for 2013 Presidential Community Service Honor Roll
March 14, 2013
UNI students shatter fundraising goal at 2013 Dance Marathon
March 6, 2013
UNI receives $15 million gift to transform teacher education
February 21, 2013
A tuition freeze would benefit UNI students
Examples of Web Pages

Welcome to the University of Northern Iowa

Thursday, February 14, 2013

From its inception as an orphanage over 136 years ago to a public training school for teachers, UNI has developed into a nationally recognized, comprehensive university with a diverse and vital campus community.

UNI's mission is to provide transformative learning experiences that inspire students to embrace challenge, engage in critical inquiry and creative thought and contribute to society. We do this by offering more than 90 undergraduate majors and 54 graduate majors to over 13,000 students from all over the world. We celebrate the proud distinctions of having the largest teacher education program in the state of Iowa and being home to one of the nation's best Business Schools, as named by the Princeton Review. No matter what your interests, UNI has something to offer.

I am honored to lead the University of Northern Iowa and invite you to get to know us better either through our website or by visiting our beautiful campus. However you come to know us, I am confident you will agree that UNI is a place of unlimited opportunities.

Ben Allen
President
Examples of Web Pages
UNI Report To Transparency Task Force

April 5, 2013