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| The University of Iowa Center for Advancement  Public Transparency & Response to Records Requests  Policy No. 010  Effective Date: August 2017  Revised Date: December 2020 |
| **Policy Owner**: Communication Department  **Policy Contact**: Dana Larson, Executive Director, Communication and Marketing |

# Reason for Policy

This Public Transparency & Response to Records Request Policy sets out the policies of the University of Iowa Center for Advancement regarding disclosure of certain information within its possession and/or control when requested by a member of the public. Specifically, this policy describes the information that the UI Center for Advancement makes publicly available without request, the information it will disclose upon request as may be required by law, and the information it will not make available to public disclosure.

# Policy Statement

The UI Center for Advancement is committed, in everything it does, to building the trust of donors, prospective donors, and alumni, friends, and fans of the University of Iowa (“constituents”) and the public. There is no question this requires transparency. The UI Center for Advancement is also committed to protecting confidential, personally identifiable, and proprietary information of the UI Center for Advancement and its constituents from unlawful or unreasonable disclosure, misuse, or other harms. Constituents must be fully comfortable that personal confidences, private circumstances, and their personal information shared with the UI Center for Advancement will be professionally and appropriately preserved. The UI Center for Advancement will do all that is reasonable to continue demonstrating transparency while ensuring the protections of certain non-public information from public accessibility, as permitted by law.

# Policy

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| **3.1 Publicly Available Information** |
| To enhance transparency and demonstrate our commitment to best governance practices, the UI Center for Advancement makes publicly available various types of information on its website (<https://www.foriowa.org/accountability/>). This information includes, but is not limited to, the Annual Report on Giving, annual campaign reports, independent audit reports, Investment Policy Statement, quarterly investment summaries, Privacy Statement, and other forms of legal and governance information (e.g., list of current directors and officers of our board of directors, etc.). |

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| **3.2 Information Available Upon Request as Required by Law** | |
| Iowa Code, Chapter 22 or more commonly known as “Iowa Open Records Law” | “Public records,” as defined in Iowa Code, Chapter 22, in the possession of the UI Center for Advancement are subject to the Iowa Open Records Law despite our organization not being a governmental body. Such specified records are available upon proper request unless the law has deemed those records “confidential.” The UI Center for Advancement may charge a reasonable fee prior to disclosure per the Fee Schedule noted in Section 3.4.  Pursuant to Iowa’s Open Records Law, the following information is available for disclosure/inspection when requested from the UICA.   * Portions of records disclosing the name of the donor (unless anonymity requested) and the amount and date of a specific donation or donations. * Portions of records disclosing any donor-designated use or purpose of the donation(s), and any other donor-imposed restrictions on the use of the donation(s). * A description of any privilege, benefit, employment, program admission, or other special consideration from the University of Iowa provided as an express condition of a pledge or donation by the donor or a member of the donor’s family. * Portions of records relating to the receipt, holding, and disbursement of gifts made to the University of Iowa through the UI Center for Advancement, including but not limited to written fundraising policies and documents evidencing fundraising practices.   If a request involves identifying specific donors and their personal information, the UI Center for Advancement will make a reasonable effort to contact the donor(s) before disclosure whenever possible. |
| Other Records Disclosed by Law | The UI Center for Advancement will also disclose the following information, upon request, as may be required by law:   * Articles of Incorporation and Amendments filed with the Iowa Secretary of State * Annual federal information returns (Forms 990 and 990-T) filed with the Internal Revenue Service (IRS) * Original application for federal tax-exempt status (Form 1023) filed with the IRS * Biennial Nonprofit Corporation Reports filed with the Iowa Secretary of State |

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| **3.3 Information Not Available for Public Release/Inspection** |
| To respect constituents’ expectation of privacy regarding personal and financial information, comply with legal requirements, and help assure the UI Center for Advancement’s success, the UI Center for Advancement does not publicly or upon request by a member of the public share certain information including, but not necessarily limited to, the following:   * Portions of records that disclose a donor’s or prospective donor’s personal, financial, estate planning or gift planning matters * Records received from a donor or prospective donor regarding such donor’s prospective gift or pledge * Records containing information about a donor or a prospective donor in regard to the appropriateness of the solicitation and dollar amount of the gift or pledge * Portions of records that identify a prospective donor and that provide information on the appropriateness of the solicitation, the form of the gift or dollar amount requested by the solicitor, and the name of the solicitor * Portions of records disclosing the identity of a donor or a prospective donor, including the specific form of gift or pledge that could identify a donor or prospective donor, directly or indirectly, when such donor has requested anonymity in connection with the gift or pledge (this does not apply to a gift or pledge from a publicly-held business corporation) * Personal or biographical information of alumni of the University of Iowa (such inquiries should be directed to the University of Iowa) * Personnel records of employees of the UI Center for Advancement, and other information that might infringe on their reasonable expectation of privacy * Plans, work product, lists, correspondence, data, and other confidential, restricted, or proprietary information of the UI Center for Advancement not generally known to the public that is useful to the UI Center for Advancement in fulfilling its advancement and fundraising objectives and is either protected under Iowa Code, Chapter 550 (“Uniform Trade Secrets Act”) or, if publicly disclosed, might jeopardize the UI Center for Advancement’s ability to most effectively and successfully fulfill its mission. |

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| **3.4 Requests for Public Records, Response Time, and Fees** | |
| Request Process | The executive director, communication and marketing is assigned to receive all requests from a member of the public seeking disclosure or inspection of information within the possession or control of the UI Center for Advancement. The request may be made to Dana Larson at [dana.larson@foriowa.org](mailto:dana.larson@foriowa.org) or by calling 319-467-3661. Records requested must be identified with as much specificity as possible. A general search of UI Center of Advancement files for unspecified documents is not permitted. |
| Response Time | Requests for public records will be reviewed and processed in a reasonable length of time. The time to locate a public record can vary considerably depending on the specificity of the request, number of potentially responsive documents, the age and location of the documents, and whether the documents are stored electronically.  Following a request for a public record information, the UI Center for Advancement will contact the requestor within one to three business days to confirm receipt of the request and provide a probable timeline for additional response and/or records release. The UI Center for Advancement will make additional contact in the event of a potential delay to discuss possible ways to process the request in a timely manner.  If it is determined that records/information requested are not subject to public disclosure or inspection, the UI Center for Advancement will notify the requestor in writing (email is sufficient) and state the reason for such denial. |
| Fee Schedule | A reasonable fee for expenses associated with retrieving, copying, and supervising the examination of public records may be charged.  The fees are as follows:   * $30/hour for actual time spent retrieving and copying documents and/or for supervising the examination of public records. There is no charge if the time spent on those tasks is less than one hour. Staff time includes (1) time spent retrieving potentially responsive documents, (2) reviewing documents for responsiveness, confidential or other information exempt from disclosure; and (3) redaction. * Photocopies will be provided at no charge for the first twenty pages. A 25 cents per page charge will be assessed for each page in excess of twenty pages. The charge for scanning into an electronic format rather than hard copies will be at the same rate. * There is a minimum charge of $75 for records that must be extracted from computer databases. For requests that take more than one hour, the fee is $75/hour. * Fees for mailing will be assessed based on actual cost.   The UI Center for Advancement will provide the requestor with an estimate of the costs. Advance payment of the estimated fees is required before beginning the retrieval of documents that may respond to the request. The UI Center for Advancement retains the right to waive these fees in particular circumstances. |

# Responsibilities

The executive director, communication and marketing is assigned to receive and respond to all requests from a member of the public or media seeking disclosure/inspection of information within the possession or control of the UI Center for Advancement. It is the responsibility of all UI Center for Advancement employees to direct members of the public or media requesting public records or citing open records laws to the executive director, communication and marketing.

# Policy Review

This policy will be annually reviewed. If substantive changes or amendments are made to this policy, the updated policy will be posted on the UI Center for Advancement’s website within a reasonable time following approval of the changes or amendments. This policy is made publicly available.

# Related/Reference Information

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| Resource | Link |
| Iowa Code, Chapter 22 | <https://www.legis.iowa.gov> |
| Privacy Statement | <https://www.foriowa.org/about/privacy/> |

# Policy History

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| Revision Date | Author | Description |
| 12-01-2020 | Legal Department | Added Section 3.4 to pull information into one document. This information had previously been included in a separate working document. |