



FY 2017 Public Records Statistical Report and Summary

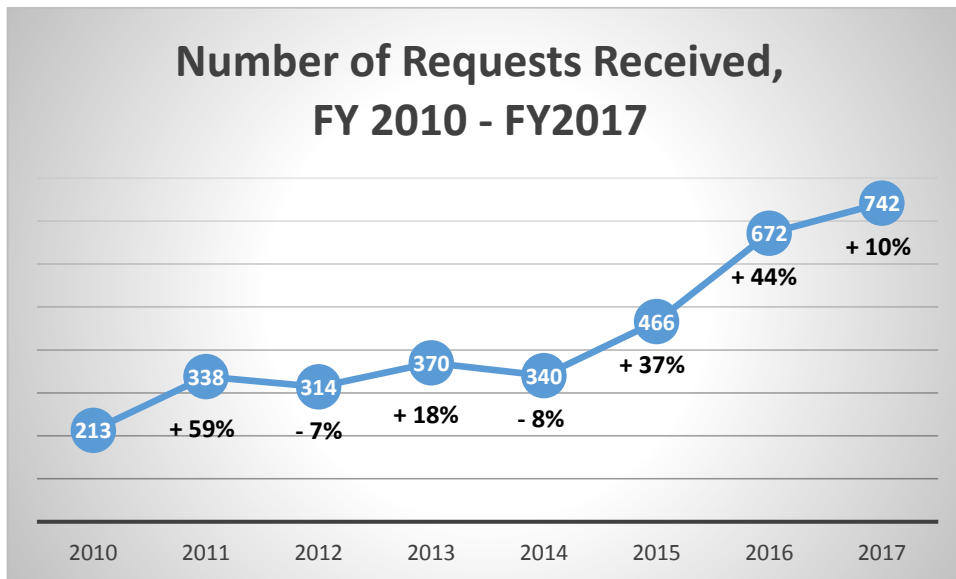
FY 17 Public Records Statistical Report											
Period	Total New Requests Received	Requests Carried Over From Previous Quarter	Total Requests Closed	Requests Closed							Requests Pending at End of Quarter
				Sent Responsive Documents	No Records Available	Requests Denied	Withdrawn/Removed for Lack of Payment/Response	Response Times (not including withdrawn/ closed for non-payment)			
								≤ 10 business days	11-20 business days	> 20 business days	
1st Quarter (July 1-September 30)	181	30	197	162	13	4	18	143	24	12	14
2nd Quarter (October 1-December 31)	175	14	169	141	7	5	16	135	13	5	20
3rd Quarter (January 1-March 31)	210	20	198	167	11	7	13	146	26	13	32
4th Quarter (April 1-June 30)	176	32	184	146	11	8	19	123	24	18	24
Total for FY 17	742	30 <small>(carried over from FY 16)</small>	748	616	42	24	66	547 <small>80%</small>	87 <small>13%</small>	48 <small>7%</small>	24 <small>(pending at end of year)</small>

FY 2017 Public Records Highlights

Number of Requests Received and Closed in FY2017

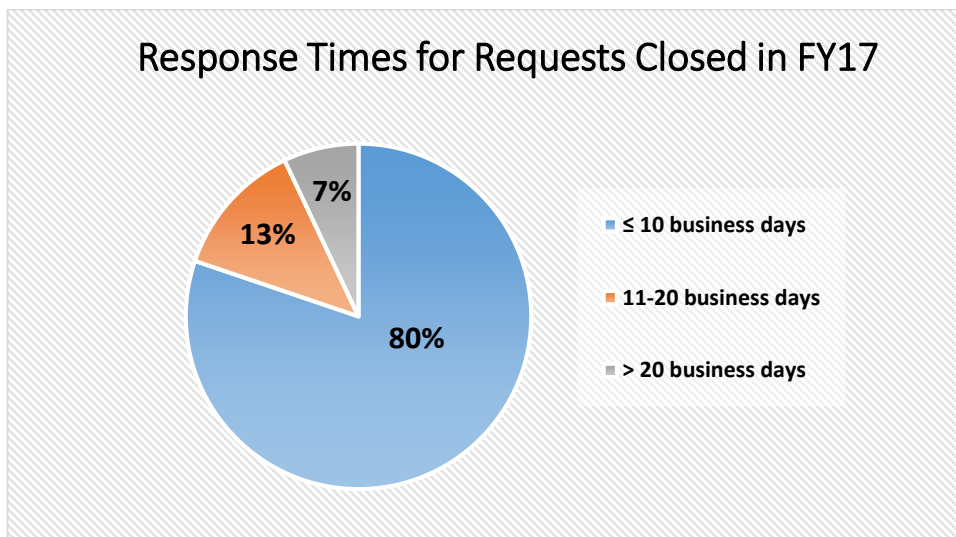
The University of Iowa received **742** public records requests for the fiscal year ending June 30, 2017, a **10% increase** from FY 2016's 672 requests. 748 requests were closed in FY2017, including 30 requests that were still pending at the end of FY2016. Requests completed with responsive documents totaled 616. Records weren't available for 42 requests, 66 requests were withdrawn or deactivated due to lack of payment, and 24 requests were denied. 24 requests received in FY2017 were still pending at the close of the fiscal year.

Overall, the number of public records requests received in one year has **more than tripled** since FY2010.



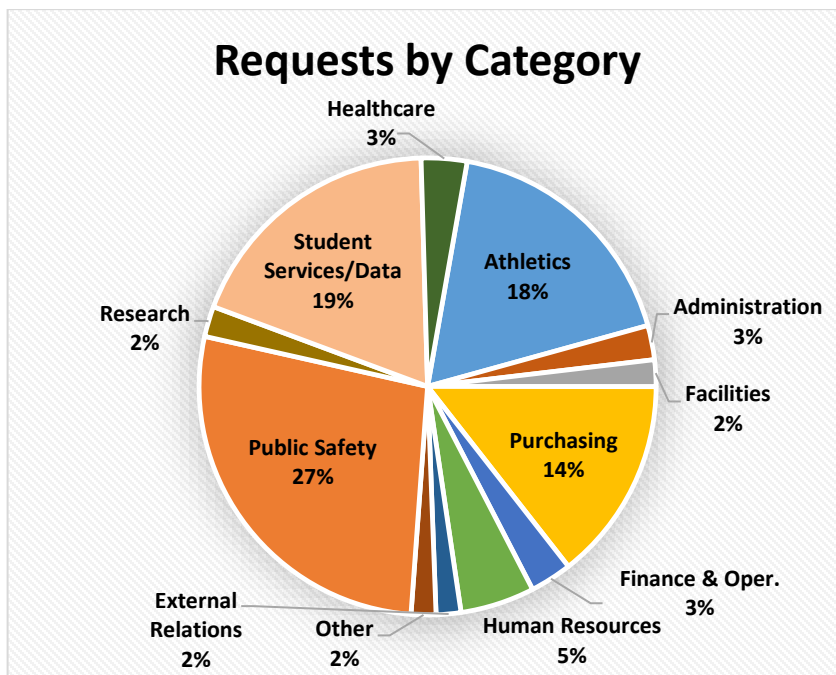
Response Times

In keeping with our commitment to respond efficiently and expeditiously to all public records requests, **80 percent** of requests were completed within 10 business days (an improvement compared to FY2016, when 74 percent of requests were completed within that time frame), and **93 percent** were completed within 20 business days.



Requests Received by Category

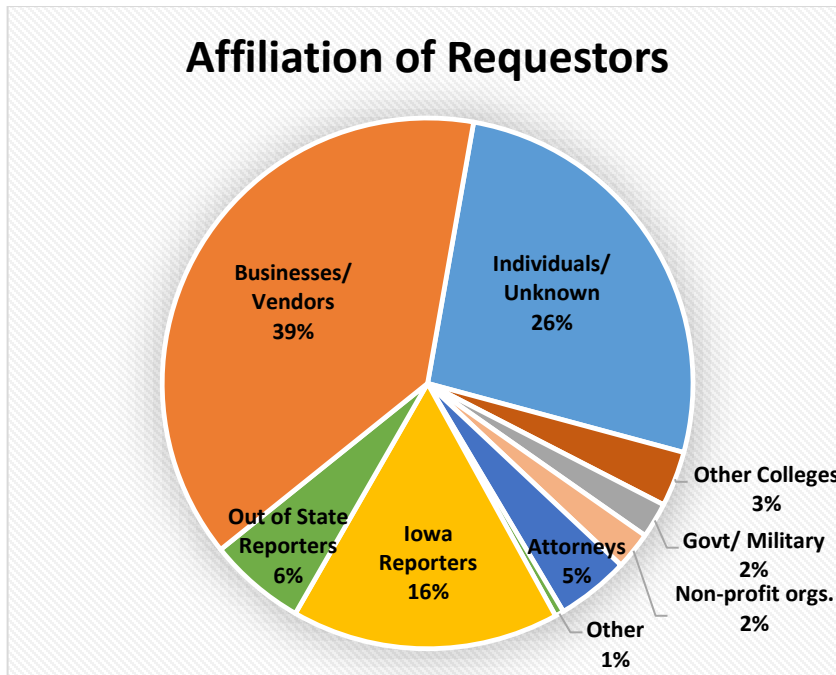
For the first time, the category of **Public Safety** had the largest number of public records requests, with 203 (27% of the total requests received). The increase in the number of Public Safety requests is largely due to our decision to process requests for accident reports as public records requests, in addition to police incident reports. **Student Services** was the second most requested category, which saw an increase of 41% over last year (from 99 to 140). In addition to requests for student directory lists and student data/statistics, this category also includes a weekly request for an updated list of books adopted for use at the IMU Book Store, which alone accounted for 52 requests received in FY2017. For the second year in a row, **Athletics** was the third leading category. Athletics-related requests (including coaching contracts, athletics financial reports, etc.) increased by 34% compared to last year. Requests related to **Purchasing** (primarily bid results and vendor contracts) and **Human Resources** rounded out the top five most requested categories.



Category	FY2016 Requests	FY2017 Requests	% change year-to-year
Athletics	99	133	+ 34%
Purchasing	154	107	- 30%
Public Safety	103	203	+ 97%
Student Services	99	140	+ 41%
Human Resources	30	39	+ 30%
Facilities	22	14	- 36%
Finance & Operations	12	22	+ 83%
Healthcare	33	24	- 27%
Administration	58	18	- 69%
Research	21	16	- 24%
External Relations	15	13	- 13%
Other	26	13	- 50%
Total	672	742	+ 10%

Affiliation of Requestors

165 of the 742 requests received in FY2017 came from the media: 121 from Iowa reporters, and 44 from out-of-state reporters. 286 requests came from businesses/vendors (mostly bidders, insurance agencies, and companies requesting student directory information), a 38% increase from last year's 208 requests. Other common requestors included attorneys (33 requests), individuals affiliated with other colleges/universities (25 requests), and non-profit organizations (17 requests). Private citizens, or individuals with unknown affiliation, accounted for 196 requests (26% of requests received).



Affiliation of Requestor	FY2016 Requests	FY2017 Requests	% change year-to-year
Iowa Reporters	161	121	- 25%
Out of State Reporters	64	44	- 31%
Businesses/Vendors	208	286	+ 38%
Attorneys	37	33	- 11%
Individuals/Unknown	132	196	+ 48%
Other Colleges	34	25	- 26%
Non-Profit Orgs.	11	17	+ 55%
Government/Military	16	16	+ 0%
Other	9	4	- 56%
Total	672	742	+ 10%

Types of Records Requested

In FY2017, we received 188 requests for **police incident/accident reports**, making those reports the most requested type of record. Requests for **data/statistics** or lists generated from databases were the second most popular type of request. Data was requested on a variety of topics, including purchasing (e.g. purchase orders, lists of outstanding checks), arrests, HR/salary data, and student enrollment/admissions statistics.

Contracts (employment/vendor/construction) were requested by 130 different requestors in FY2017. The most common type of contract requested was employment contracts for coaches and other athletics department staff. In addition to requests for vendor/supplier contracts, we also received 72 requests for other types of **bid records**, including bid results (i.e. name of contractor who was awarded the bid and amount of the award), bid tabulations, and copies of bid proposals. 61 requests involved gathering **emails or other types of correspondence** from UI employees, and 60 requests were for **student directory lists** (e.g. email addresses for all students enrolled for Fall 2016, mailing addresses for Spring 2017 graduates, etc.).

The **single most requested document was Kirk Ferentz's employment contract** as head football coach (26 requests), followed by requests for Fran McCaffery's employment contract as head men's basketball coach (17 requests). Besides coaches' contracts, the other most requested individual records were still athletics-related: The FY2016 NCAA Financial Report was the most requested report (13 requests), and the Learfield contract was the most requested vendor/supplier contract (6 requests).

Type of Record Requested	# Requests
Police incident/accident reports	188
Data/statistics	135
Employee/HR/salary data	27
Student data	21
Police data	8
Purchasing data	14
IMU Book Store book list	52
Other data	13
Contracts	130
Athletics department employment contracts	63
Other employment contracts	4
Vendor/supplier contracts	42
Construction contracts	11
Football/Basketball game contracts	10
Bid results/award info, tabulations, and/or bid proposals	72
Emails/correspondence	61
Student directory information	60
Financial records/reports	45
Budgets/revenue and expenses	23
Athletics NCAA financial report	14
Other financial records/reports	8
Other records	83
Application/interview/hiring records, search waivers	10
Audio/video	9
Policies	5
Meeting minutes/agendas	4
Research protocols	3
Other	52