



## FY 2018 Public Records Statistical Report and Summary

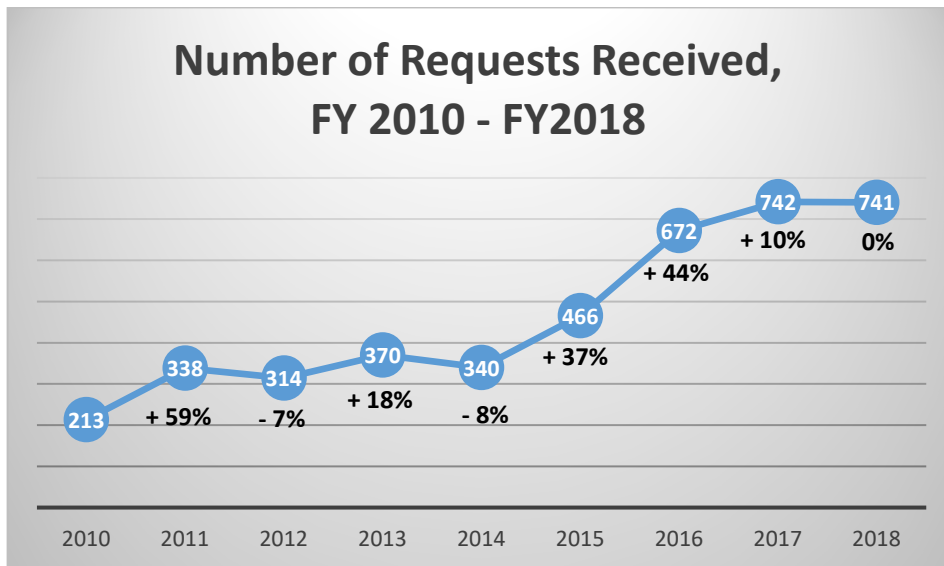
<b>FY 18 Public Records Statistical Report</b>											
Period	Total New Requests Received	Requests Carried Over From Previous Quarter	Total Requests Closed	Requests Closed							Requests Pending at End of Quarter
				Sent Responsive Documents	No Records Available	Requests Denied	Withdrawn/Removed for Lack of Payment/Response	Response Times (not including withdrawn/ closed for non-payment)			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)	204	24	185	153	9	6	17	130	26	12	43
2nd Quarter (October 1-December 31)	165	43	176	155	7	2	12	129	12	23	32
3rd Quarter (January 1-March 31)	194	32	195	172	8	5	10	150	15	20	31
4th Quarter (April 1-June 30)	178	31	180	143	13	8	16	133	19	12	29
<b>Total for FY 18</b>	<b>741</b>	<b>24</b> <small>(carried over from FY 17)</small>	<b>736</b>	<b>623</b>	<b>37</b>	<b>21</b>	<b>55</b>	<b>542</b> <small>80%</small>	<b>72</b> <small>10%</small>	<b>67</b> <small>10%</small>	<b>29</b> <small>(pending at end of year)</small>

## FY 2018 Public Records Highlights

### Number of Requests Received and Closed in FY2018

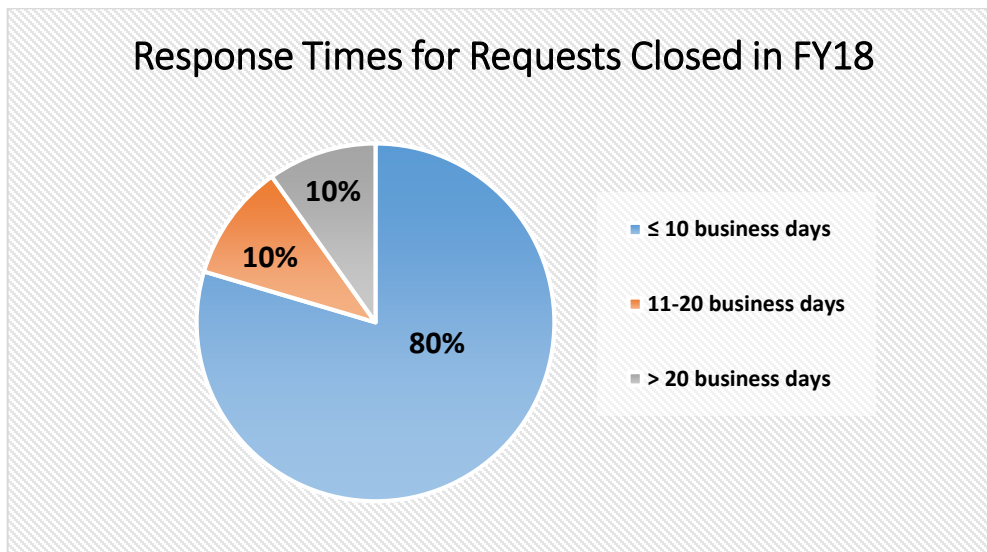
The University of Iowa received **741** public records requests for the fiscal year ending June 30, 2018. After three years of increases, the number of requests held steady compared to last year, when 742 requests were received. 736 requests were closed in FY2018, including 24 requests that were still pending at the end of FY2017. Requests completed with responsive documents totaled 623. Records weren't available for 37 requests, 55 requests were withdrawn or deactivated due to lack of payment, and 21 requests were denied. 29 requests received in FY2018 were still pending at the close of the fiscal year.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.



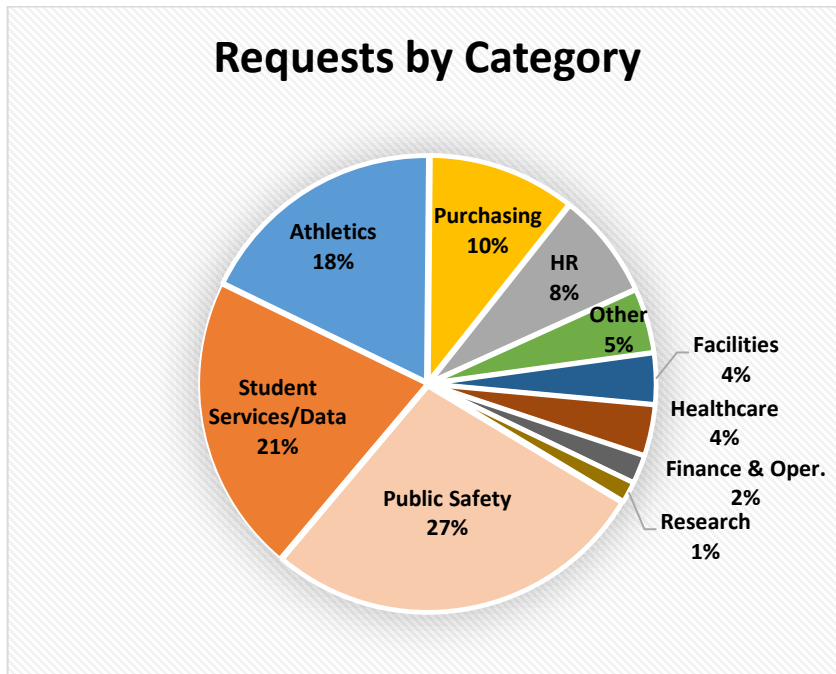
### Response Times

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, and **90 percent** were completed within 20 business days.



## Requests Received by Category

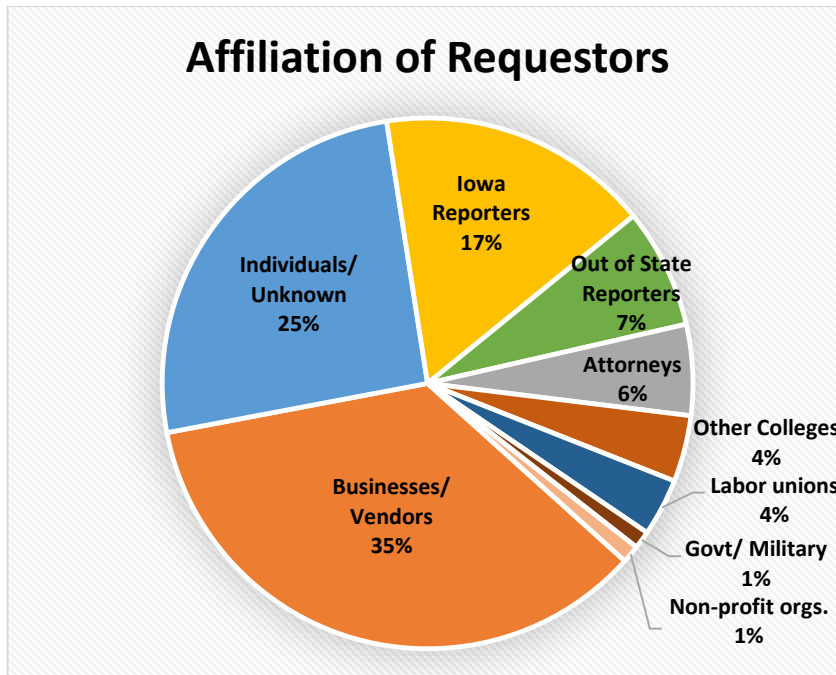
The top five most requested categories remained the same as last year, with the category of **Public Safety** (which includes requests for police incident and accident reports) once again making up the largest share of public records requests, with 203 (27% of the total requests received). **Student Services** was the second most requested category, which saw an increase of 11% over last year (from 140 to 156). In addition to requests for student directory lists and student data/statistics, two recurring requests for the updated list of books adopted for use at the IMU Book Store are also included in this category. **Athletics** (including coaches' contracts and athletics financial reports) was the third leading category, with the number of requests holding steady compared to FY2017. Requests related to **Purchasing** (such as bid proposals and vendor contracts) and **Human Resources** once again rounded out the top five most requested categories.



Category	FY2017 Requests	FY2018 Requests	% change year-to-year
Public Safety	203	203	+ 0%
Student Services	140	156	+ 11%
Athletics	133	133	+ 0%
Purchasing	107	79	- 26%
Human Resources	39	56	+ 44%
Healthcare	24	27	+ 13%
Facilities	14	27	+ 93%
Finance & Operations	22	15	- 32%
Research	16	11	- 31%
Administration	18	2	- 89%
External Relations	13	4	- 69%
Other	13	28	+ 115%
<b>Total</b>	<b>742</b>	<b>741</b>	<b>0%</b>

## Affiliation of Requestors

177 of the 741 requests received in FY2018 came from the media: 123 from Iowa reporters, and 54 from out-of-state reporters. 262 requests came from businesses/vendors (including bidders, insurance agencies, and companies requesting student directory information), an 8% decrease from last year's 286 requests. Other common requestors included attorneys (41 requests), individuals affiliated with other colleges/universities (30 requests), and labor unions (including a recurring request from SEIU, processed every three weeks). Private citizens, or individuals with unknown affiliation, accounted for about a fourth of the requests received (189).



Affiliation of Requestor	FY2017 Requests	FY2018 Requests	% change year-to-year
Businesses/Vendors	286	262	- 8%
Individuals/Unknown	196	189	- 4%
Iowa Reporters	121	123	+ 2%
Out of State Reporters	44	54	+ 23%
Attorneys	33	41	+ 24%
Other Colleges	25	30	+ 20%
Non-Profit Orgs.	17	8	- 53%
Government/Military	16	8	- 50%
Labor Unions	1	26	+ 2500%
Political Parties	3	0	- 100%
<b>Total</b>	<b>742</b>	<b>741</b>	<b>0%</b>

## Types of Records Requested

In FY2018, requests for **data/statistics** or lists generated from databases were the 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. We received 177 requests for **police incident/accident reports**, making those reports the second most requested type of record.

**Contracts** (employment/vendor/construction) were requested by 145 different requestors in FY2018. The most common type of contract requested was employment contracts for coaches and other athletics department staff. 58 requests were for **student directory lists** (e.g. email addresses for all students enrolled for Fall 2017, mailing addresses for Spring 2018 graduates, etc.), and 55 requests involved gathering **emails or other types of correspondence** from UI employees.

The **single most requested document was Kirk Ferentz's employment contract** as head football coach (23 requests). The FY2017 NCAA Financial Report was the most requested report (13 requests). Under the category "Emails/Correspondence," 11 requests were received in FY2018 for the University's correspondence with the Department of Education's Office of Civil Rights.

Type of Record Requested	# Requests
<b>Data/statistics</b>	<b>200</b>
Employee/HR/salary data	48
Student data	29
Police data	16
Purchasing data	17
IMU Book Store book list	68
Other data	22
<b>Police incident/accident reports</b>	<b>177</b>
<b>Contracts</b>	<b>145</b>
Athletics department employment contracts	66
Other employment contracts	3
Vendor/supplier contracts	45
Construction contracts/related materials	20
Football/Basketball game contracts	11
<b>Student directory information</b>	<b>58</b>
<b>Emails/correspondence</b>	<b>55</b>
<b>Financial records/reports</b>	<b>46</b>
Budgets/revenue and expenses	22
Athletics NCAA financial report	13
Other financial records/reports	11
<b>Bid results/award info, tabulations, and/or bid proposals</b>	<b>41</b>
<b>Other records</b>	<b>71</b>
Audio/video/photos	16
Policies	13
Settlements/legal agreements	8
Real estate/lease agreements	3
Job descriptions	3
Other	28