



## FY 2019 Public Records Statistical Report and Summary

<b>FY 19 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				Sent Responsive Documents	No Records Available	Requests Denied	Withdrawn/Removed for Lack of Payment/Response	Response Times (not including withdrawn/ closed for non-payment)			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)	215	29	204	161	13	9	21	149	17	17	40
2nd Quarter (October 1-December 31)	154	40	148	120	12	4	12	100	23	13	46
3rd Quarter (January 1-March 31)	181	46	174	139	13	5	17	109	24	24	53
4th Quarter (April 1-June 30)	174	53	180	147	8	16	9	129	16	26	47
Total for FY 19	724	29 <small>(carried over from FY 18)</small>	706	567	46	34	59	487 <small>76%</small>	80 <small>12%</small>	80 <small>12%</small>	47 <small>(pending at end of year)</small>

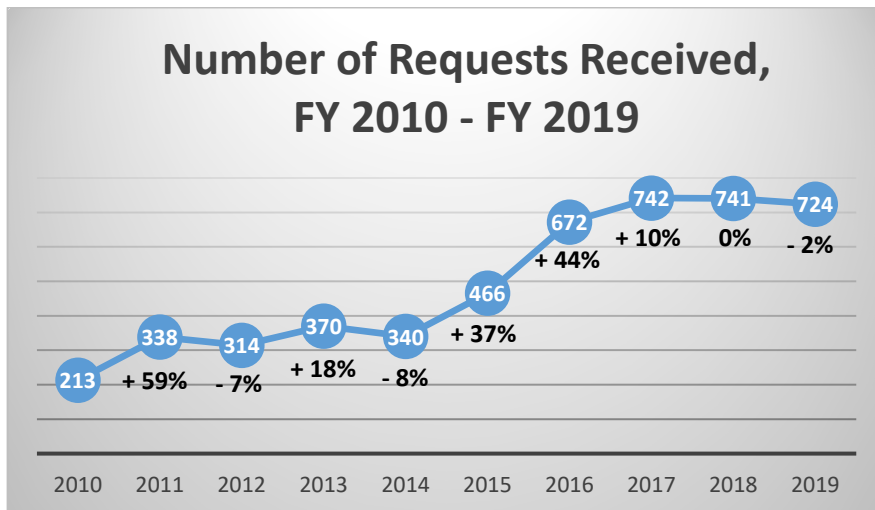
# FY 2019 Public Records Highlights

## Number of Requests Received and Closed in FY 2019

The University of Iowa received **724** public records requests for the fiscal year ending June 30, 2019, a slight decrease compared to last year, when 741 requests were received. The decrease can be attributed to the withdrawal of two ongoing requests processed throughout last year for the weekly data file of textbooks at the IMU (which accounted for 68 requests in FY 2018, but 0 requests in FY 2019).

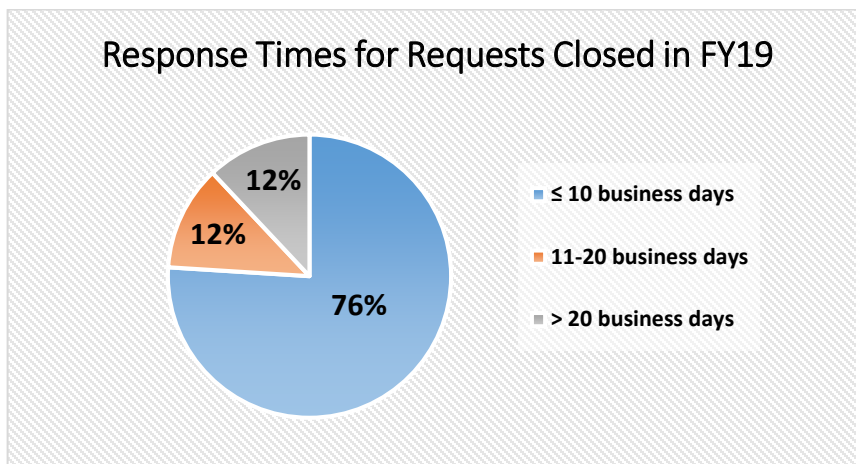
706 requests were closed in FY 2019, including 29 requests that were still pending at the end of FY 2018. Requests completed with responsive documents totaled 567. 59 requests were withdrawn or deactivated due to lack of payment, and 34 requests were denied pursuant to confidentiality exemptions under Iowa Code Chapter 22. For 46 requests, no responsive records could be found. 47 requests were still pending at the close of the fiscal year.

Overall, the number of public records requests received in one year has held fairly steady for the past few years, but **more than tripled** since FY 2010 due to large increases between FY 2014 and FY 2017.



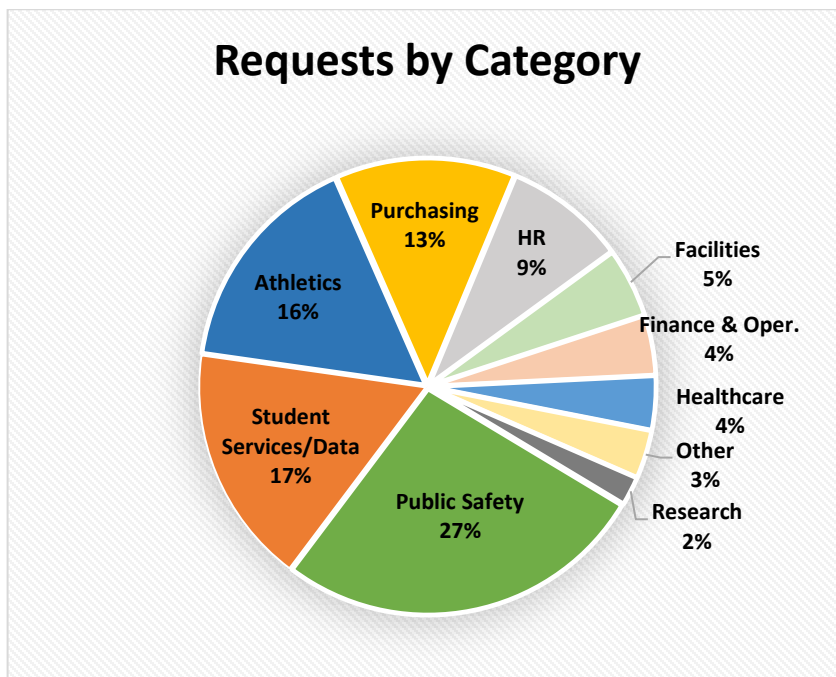
## Response Times

**76 percent** of requests were completed within 10 business days, and **88 percent** were completed within 20 business days.



## Requests Received by Category

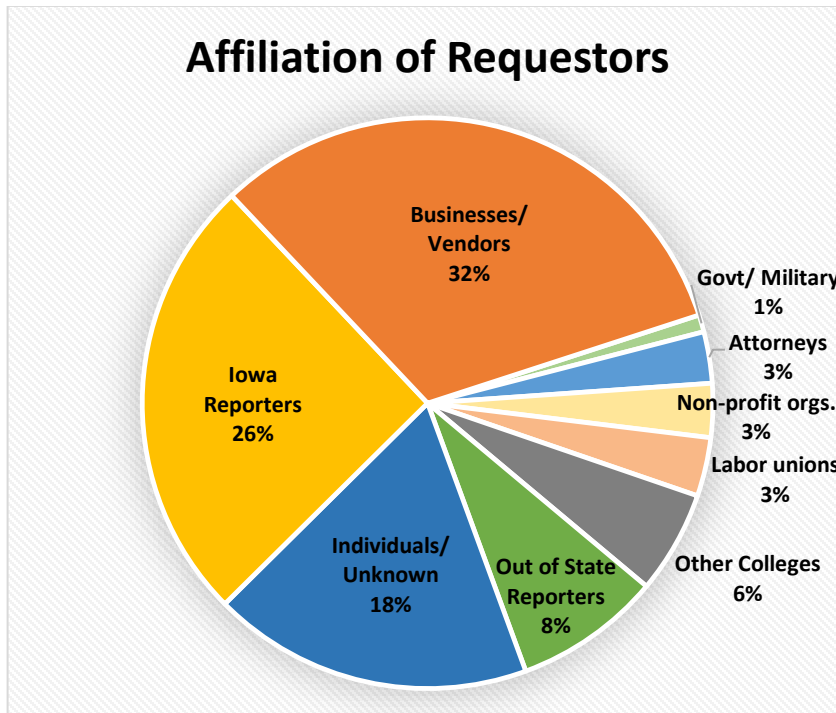
For the third year in a row, the top five most requested categories remained the same, with the category of **Public Safety** (which includes requests for police incident and accident reports) once again making up the largest share of public records requests, with 193 (27% of the total requests received). **Student Services** was the second most requested category, although the number of requests for records such as student directory lists and student data/statistics decreased by 21% compared to last year (from 156 to 123). **Athletics** (including coaches' contracts and athletics financial reports) was the third leading category, and 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	FY2018 Requests	FY2019 Requests	% change year-to-year
Public Safety	203	193	- 5%
Student Services	156	123	- 21%
Athletics	133	117	- 12%
Purchasing	79	93	+ 18%
Human Resources	56	63	+ 13%
Healthcare	27	28	+ 4%
Facilities	27	36	+ 33%
Finance & Operations	15	31	+ 107%
Research	11	15	+ 36%
Administration	2	3	+ 50%
External Relations	4	6	+ 50%
Other	28	16	- 43%
<b>Total</b>	<b>741</b>	<b>724</b>	<b>- 2%</b>

## **Affiliation of Requestors**

243 of the 724 requests received in FY 2019 (34%) came from the media: 183 from Iowa reporters (117 from the *Cedar Rapids Gazette* alone), and 60 from out-of-state reporters. 231 requests (32%) came from businesses/vendors (including bidders, insurance agencies, and companies requesting student directory information), a 12% decrease from last year's 262 requests. Other types of requestors included students and researchers from other colleges/universities (42 requests), attorneys (21), and labor unions (24, including a recurring request from SEIU, processed every three weeks). Private citizens, or individuals with unknown affiliation, accounted for 18% of the requests received (131).



Affiliation of Requestor	FY2018 Requests	FY2019 Requests	% change year-to-year
Businesses/Vendors	262	231	- 12%
Individuals/Unknown	189	131	- 31%
Iowa Reporters	123	183	+ 49%
Out of State Reporters	54	60	+ 11%
Attorneys	41	21	- 49%
Other Colleges	30	42	+ 40%
Non-Profit Orgs.	8	22	+ 175%
Government/Military	8	7	- 13%
Labor Unions	26	24	- 8%
Other	0	3	+ 300%
<b>Total</b>	<b>741</b>	<b>724</b>	<b>- 2%</b>

## Types of Records Requested

In FY 2019, the university received 178 requests for **police incident/accident reports**, making those reports the most requested type of record. Requests for **contracts** were the second most popular type of request. 73 vendor/supplier contracts were requested, followed by 39 requests for employment contracts (mainly for coaches and athletics department employees).

126 requests were made for **data/statistics** or lists generated from databases (not including **student directory** lists, which accounted for 67 requests received in FY 2019). Data was requested on a variety of topics, including purchasing (e.g. purchase orders, lists of outstanding checks), healthcare, HR/salary data, and student services. 82 requests involved gathering **emails or other types of correspondence** from UI employees.

63 out of 724 requests received in FY 2019 involved multiple types of records. For instance, numerous requestors asked for vendors' contracts as well as bid tabulations or all proposals submitted for an RFP.

Although well-short of the 23 requests received last year, the **most requested document was once again Kirk Ferentz's employment contract as head football coach**, with 13 requests. The university received nearly as many requests (12) for the contracts of the football offensive and defensive coordinators. The FY 2018 NCAA Financial Report was the most requested non-contract (12 requests, along with 6 requests for past years' reports).

Type of Record Requested	# Requests
<b>Police incident/accident reports</b>	<b>178</b>
<b>Contracts</b>	<b>157</b>
Athletics department employment contracts	39
Other employment contracts	14
Vendor/supplier contracts	73
Construction contracts/related materials	16
Football/Basketball game contracts	11
Sponsored Research agreements	4
<b>Data/statistics</b>	<b>126</b>
Employee/HR/salary data	59
Student data	17
Purchasing data	17
Police data	6
Other data	27
<b>Emails/correspondence</b>	<b>82</b>
<b>Student directory information</b>	<b>67</b>
<b>Financial records/reports</b>	<b>65</b>
Budgets/revenue and expenses	31
Athletics NCAA financial report	18
Receipts/invoices	9
Other financial records/reports	7
<b>Bid/RFP records (results, tabulations, and/or proposals)</b>	<b>40</b>
<b>Other records</b>	<b>88</b>
Misc. reports	19
Policies	12
Audio/video/photos	9
Settlements/legal agreements	6
Real estate/lease agreements	5
Other	37