

IOWA DIVISION OF WORKERS' COMPENSATION COPY & PROCESSING FEES

❖ Photocopy of agency records	.25¢ per page
❖ Scanned copy of agency records	.25¢ per page
❖ Copies of digital recordings	\$25.00 per disk
❖ Search/Supervisory Fee	\$35.00 per hour

❖ **Search/Supervision/Copying Fee** - The fee is based upon the hourly salary/salaries of the employee[s] involved. The fee is charged to search or copy records or supervise others who search or copy records. Charges will be made in increments of one-quarter hour with a minimum of one hour.

Copy fees do not include the time required by staff to copy or supervise copying.

- Searches and requests for individual claim histories will be \$35.00 per request for up to 5 individuals plus \$8.00 for each additional individual search. (This is a flat fee that includes the hourly search fee.)

❖ **Postage** - The agency will charge the actual costs to mail any requested material to the requester.

❖ **FROI Filing** - The agency will charge \$150.00 to file a first report of injury form on behalf of a party otherwise unable to file a demanded First Report of Injury (FROI) report.

❖ **Copy/Information Request Form** - To obtain confidential information a requesting party must show entitlement to such information under Iowa Code § 86.45 (2) a. – i., and use form 14-0083.

❖ **Payment** - If a person or entity has failed to pay a prior bill for fees within 30 days after invoicing by this agency, the agency may not process any further requests until the unpaid bill is satisfied. All accounts not paid within 90 days will be closed to further activity until paid in full.

❖ **Miscellaneous** - If the requesting party does not have a charge account with the Division all records requests must be paid for in advance from the billing statement sent by this Division before records will be provided.

