

Durant, Iowa



City of Durant, Iowa

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REQUEST FOR COPIES OF PUBLIC RECORDS

Any persons requesting copies of public records as defined per Iowa Code Section 22.1, shall make their request in writing, using this form. This form is to be completed and presented at City Hall, to the City Clerk. All copies will be made available within a reasonable amount of time according to the Iowa Code. A charge of \$0.10 per page will be charged for paper copies, plus an hourly fee, based on 15 minutes increments of \$4.50/15 min., for the employee who must search for records not readily available. Requests of copies of any media of public record shall be charged a minimum fee of \$8.00 plus an hourly fee, based on 15 minutes increments of \$4.50 for the employee who must search and create a copy for records not readily available. All fees must be paid at the time the copies are provided. No copies will be emailed. Copies can be mailed if fees are paid in advance.

Documents requested & number of copies of requested: *(please print)*

Requested by: _____

Address, State, & Zip: _____

Telephone: _____ Date of Request: _____

I have read and understand the above information, and agree to pay the fees for the copies I requested as per the fee schedule: _____

Signature of requestor

Date & Time Copies were provided and fees were paid: _____

Receipt Number: _____