



101 NE Harvey ST
Grimes, IA 50111
(515) 986-3036/(515) 986-3846 FAX

REQUEST FOR EXAMINATION AND COPYING OF PUBLIC RECORDS

FEE SCHEDULE as adopted by the Grimes City Council by resolution:

- a) photocopies \$0.10 per page (black and white); \$0.50 per page (color)
- b) electronic media* \$5.00 per CD (data files)
\$5.00 per DVD (audio/video)
\$10.00 per USB drive
\$10.00 per GIS file

*All open records requests that are responded to by electronic media shall be done so that the document may not be altered.
- c) routinely prepared or bound reports Actual cost(s) to produce
- d) hourly rate for clerical time needed for the reproduction of photocopies Actual cost(s) of employee time if time involved exceeds thirty (30) minutes
- e) hourly rate for the reasonable costs of legal or administrator time needed to supervise the examination, making, redaction, and production of documents that may have legal protections or search requirements Actual cost(s) of administrator or legal time if time involved exceeds thirty (30) minutes

The information below, along with the signature line, is not required to be completed; however, the City may be unable to promptly respond and/or get clarification regarding this request without contact information.

Date of Request: _____

Name of Requester (optional): _____

Address: _____ Mailing Address: _____

City, State, ZIP: _____ City, State, ZIP: _____

Home Phone: _____ E-mail Address: _____

Work Phone: _____

Cell Phone: _____

Title/Description of Records Requested:

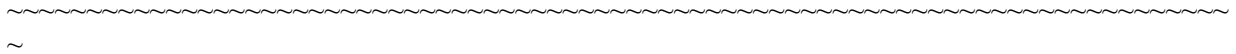
Preferred Format for Receipt of Records: Photocopy Electronic Media (specify format): CD DVD USB GIS file Other:

(continued on next page)

The requesting party shall receive the desired photocopies when the associated fees are paid. No copies shall be released until payment is received by the custodian. The requesting party has the right to contest the quoted fees for production of the requested documents. In addition, it should be noted that although the records requested may be "public records" within the meaning of Chapter 22, Code of Iowa, improper use of this information may violate other local, state and federal laws including but not limited to regulations relating to privacy, harassment, discrimination, debt collection, and/or defamation. Misuse by the requester of any "public records" the City is required by law to provide shall create no liability for the City or any of its officials or employees.

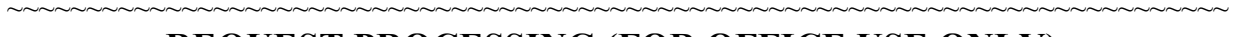
The requesting party is reminded that the public records requested may contain copyrighted material that may carry with it separate legal protections under Federal Law. The requesting party is advised to consult a legal professional before copying copyrighted material.

Signature of Requester (optional): _____



ESTIMATE OF COST (OPTIONAL)

Estimated number of pages: _____ Estimated staff time to process request: _____
Staff hourly rate: _____
TOTAL CHARGE: \$ _____



REQUEST PROCESSING (FOR OFFICE USE ONLY)

Request Received by (name): _____ Date/time received: _____
Department: _____

Request Processed by (name): _____ Date/time completed: _____
Department: _____

Format for Receipt of Records: Photocopy
 Electronic Media (specify format):
 CD DVD USB
 GIS file Other: _____

Actual number of pages: _____ Actual staff time to process request: _____
Staff hourly rate: _____
TOTAL CHARGE: \$ _____

Date fee paid by requester: _____
Receipt number: _____

NOTES:
