



Records Request Form

REQUESTOR'S INFORMATION

1. Name: _____
2. Mailing Address: _____
3. Phone Number: _____
4. Fax Number: _____
5. Email Address: _____
6. Other: _____

REQUEST (Please be as detailed as possible; include names, dates, subjects, meeting dates, resolution and ordinance numbers, project names, etc.)

Note: If a deposit is required, no work will begin on the request until the deposit is received.

I acknowledge the following:

The City of Altoona staff should not be expected to abandon or neglect their regular public duties to comply with copy requests and thus need sufficient time to make and deliver any requested copies. If the requested material potentially contains confidential information or is otherwise exempt from disclosure, additional time may be required for review and possible redacting of the material. All requests will be processed in accordance with applicable procedures and rules.

Signature and printed name of requestor

Date of request

Details of Request (Office Use)

1. Form of Request: Email Fax Mail In Person / Verbal
2. Requesting: Copies In-Person Examination
3. Request Submitted on: _____ (include date and time)
4. Deposit Received on: _____ (date and time) in the amount of \$ _____ by _____ (employee). (Use fee worksheet on back to calculate deposit.)
5. Request Processed on: _____ (include date and time)
6. Date on which City Attorney's Opinion sought, if applicable: _____

Notification of Records Ready (Office Use)

- Records are ready for pick up at City Hall during posted hours as of _____ (date)
- Records are ready for pick up by appointment on _____ (date and time)
- Examination of original records scheduled at City Hall for _____ (date and time)
- Records mailed to requestor on _____ (date) by certified mail

Requestor notified on _____ (date) by phone message email
 phone conversation in person
 other: _____

Notes or special requests: _____

Fees (Office Use)

Copy Charges: _____ B/W pages x \$0.10/page = \$ _____ \$ _____
 _____ color pages x \$0.25/page = _____ \$ _____
 _____ oversized pages (per estimate) = _____

Fax Charges -- 10 page maximum: (long distance) _____ pages x \$1.00/page = \$ _____ \$ _____
 (local or toll-free) _____ pages x \$0.50/page = _____

Postage Charges -- certified mail: _____ actual cost = \$ _____

Non-Incidental and Supervisory Services: (15 minutes per month free) specify redacting time, search time, supervision of records examination, copying time, etc. _____
 _____ Initials
 of employee performing these services: _____

_____ hours (¼ hour increments) x \$ _____ hourly rate = \$ _____

Other Expenses: (specify copies to CD or alternate medium, expedited delivery, etc.) _____
 _____ \$ _____

TOTAL OF ALL FEES \$ _____

less deposit received (if any) -\$ _____

balance owed at pickup to be refunded \$ _____

Deposit reconciled/payment made on _____ by _____.

Acceptance and Receipt

Documents were received and acknowledged on:

Date

Requestor's Full Name (Please Print)

City Staff Signature

Requestor's Signature

Staple completed "Response to Records Request" packet to this form and retain for filing at City Hall. Customer is entitled to a copy of the completed form.



Response to Open Records Request

Date: _____

Delivered by: certified mail in-person pickup fax email other: _____

To: _____
Name and Address of Requestor

Re: Open Records Request to the City of Altoona concerning _____, dated
_____.

Number of pages enclosed: _____.

Enclosed are documents in response to your information request. Please call City Hall if you have any questions concerning this matter.

Although records provided to a requestor may be deemed to be “open” or “public” records within the meaning of Iowa Code Chapter 22, the City recommends that any use of information provided by the City comply with all local, state, and federal laws, including but not limited to laws related to privacy, harassment, discrimination, debt collection, libel, slander and tort.

A copy of this packet should be stapled to the Records Request Form and kept on file by the City, unless the Clerk creates a different record of the documents provided in response to a request.