



Appendix A

**REQUEST FOR INSPECTION AND COPYING OF PUBLIC RECORDS**

Date of Public Record Request: \_\_\_\_\_

Requester's Name: \_\_\_\_\_

Address: \_\_\_\_\_ City, State and Zip Code: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_ Evening Phone: \_\_\_\_\_

Email (optional): \_\_\_\_\_

Title of Requested Record: \_\_\_\_\_

Please describe below the record(s) you are requesting. Any additional information will help us locate them as quickly as possible:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Is this request for (please circle one) Inspection or Copying of public records?

If you are requesting copies of public records please fill out the following:

# of copies/scans \_\_\_\_\_ Type of copy (please circle one): B&W or Color  
Paper size (please circle one): Letter Legal 11x17 Other \_\_\_\_\_

How would you like the copies of public records delivered: \_\_\_\_\_

**Although the records I am requesting may be deemed to be "public records" within the meaning of Chapter 22, Code of Iowa, I understand that my use of this information must comply with all local, state and federal laws including but not limited to laws relating to privacy, harassment, discrimination, debt collection, libel, slander and tort. Misuse of said information by me in violation of the law is exclusively my responsibility. The City of Altoona denies any and all responsibility for how this information is used by me. If any third party makes a claim against the City of Altoona for misuse of this information attributable to me, the City of Altoona shall pursue all available legal remedies against me. I certify that I may be charged for costs related to the inspection/copying of public records, and the records will not be released to me without payment.**

**Signature of Requester:** \_\_\_\_\_

Legal deadline to complete request, maximum of 10 business days: \_\_\_\_\_

City Clerk Signature (indicating request completion): \_\_\_\_\_ Date: \_\_\_\_\_

**FOR CITY STAFF USE ONLY**

Fee Schedule:

Number of copies:

Number of pages:

Staff time:

Per page charge:

***Total Charge: \$***

Created: 1/07

**Notes:**



## Appendix C Fee Schedule

### **Section 1 - Paper Based Copies**

| <u>Sheet Size</u>             | <u>Cost Per Copy</u> |              |
|-------------------------------|----------------------|--------------|
|                               | <u>Black/White</u>   | <u>Color</u> |
| 8.5" x 11" (Letter)           | \$ 0.15              | \$ 0.45      |
| 8.5" x 14" (Legal)            | \$ 0.20              | \$ 0.60      |
| 11" x 17"                     | \$ 0.25              | \$ 0.75      |
| Large Document Copier/Printer | \$ 0.25 per sf       | \$ 0.40      |
| <u>Zoning Maps</u>            |                      |              |
| 11" x 17"                     | \$ -                 | \$ -         |
| 36" x 36"                     | \$ 2.50              | \$ 4.00      |

### **Section 2 - Digital Data Copies (Geographical Information Systems)\*\***

|                       | <u>Cost Per Copy</u> |
|-----------------------|----------------------|
| - CD                  | \$ 1.00              |
| - DVD                 | \$ 2.00              |
| - GIS Data Layer File | \$ 10.00             |

\*\* - The following organizations are exempt from Digital Data Copy Charges

1. Other Local Governments
2. State Agencies
3. Federal Agencies
4. School Districts
5. Tax-supported Universities and Community Colleges
6. Non-Profit Agencies

### **Section 3 - Shipping and Handling**

- All shipping and handling charges incurred by the City will be added to copy charge