



**City of Clinton
Chapter 22 Records Request Form**

Date:
Name:
Address:
Phone Number:
Documents Requested (be as specific as possible):
Date Range for Documents Requested:

How would you like to receive the requested documents?		
<input type="checkbox"/> In-Person	Appointment must be scheduled with City Clerk's office for a time between 8AM-4:30PM, M-F	
<input type="checkbox"/> Paper Copies (office pick-up)	Charge of \$0.15/page for 8 ½ x 11 size b/w copies; \$0.25/page for 8 ½ x 11 color copies; Oversized copies \$0.50/page	
<input type="checkbox"/> Faxed Copies	Fax Number:	Charge of \$1.00/page – limit to 10 pages
<input type="checkbox"/> Mailed Copies	Mailing Address:	Prepayment for actual postage costs required; all copies will be sent certified mail, return receipt requested.
<input type="checkbox"/> Emailed Copies	Email Address:	All emailed documents will be sent in PDF format.

It is the policy of the City to respond promptly and efficiently (i.e., normally within 20 calendar days or 10 business days, unless certain exceptions exist) to all requests for public documents under Chapter 22 of the Code of Iowa. If additional time beyond 20 calendar days or 10 business days is reasonably need to comply with the request, written notification will be provided to the requestor.

The City's fee schedule applies to all records requests. Under the fee schedule, a financial deposit may be required, and if required, no work will begin on a request until the deposit is received.

Administrative Use Only

Date Received:
Date Sent to City Attorney for Review:
Departments Involved:
Date Completed: