

Durant, Iowa



CITY OF DURANT, IOWA  
402 6<sup>th</sup> Street PO BOX 818  
Durant, Iowa 52747-0818  
Ph (563)785-4451  
Fax (563) 785-6809  
www.cityofdurantiowa.com

**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: \_\_\_\_\_