



310 Mill Street, PO BOX 160
Van Meter, IA 50261
Phone: (515) 996-2644
www.vanmeteria.gov
info@vanmeteria.gov

REQUEST FOR EXAMINATION AND COPYING OF PUBLIC RECORDS

FEE SCHEDULE as adopted by the Van Meter City Council by resolution:

- | | |
|--|---|
| a) photocopies | \$0.25 per page (black and white);
\$0.50 per page (color) |
| b) electronic media* | \$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 professional staff time needed to produce or review documents | Actual cost(s) of employee time if time involved exceeds thirty (30) minutes |

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

Requester Name (optional); \_\_\_\_\_

Requester Company/Organization (optional): \_\_\_\_\_

Address: \_\_\_\_\_ Mailing Address: \_\_\_\_\_

City, State, ZIP: \_\_\_\_\_ City, State, ZIP: \_\_\_\_\_

Home Phone: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Work Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Title/Description of Records Requested:

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Preferred Format for Receipt of Records\*\*:  Photocopy  
 Electronic Media (specify format):  
 PDF via e-mail  
 USB  
 GIS file       Other: \_\_\_\_\_

\*\* The City shall make every attempt to use the preferred format selected by the Requester. However, there may be instances where a different format may be used at the discretion of the City of Van Meter.

**The requesting party shall receive the desired documents when the associated fees are paid. No documents shall be released until payment is received by the custodian. 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 has the right to inspect and copy public records pursuant to Chapter 22, Code of Iowa; however, 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)

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For Staff Use:

Received By: _____

Date: _____

Request Processing Date: _____

Response Date: _____

Record Custodian: _____

Request Fee: _____

Payment Receipt Date: _____