



**REQUEST FOR PUBLIC INFORMATION**

Name: \_\_\_\_\_  
Company Name (if applicable): \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Email Address: \_\_\_\_\_

Request: Please be as detailed as possible; include names, dates, subjects, meeting dates, resolution and ordinance numbers, project names, key words, etc.

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

Information that is considered public information will be provided upon receipt of a completed request form and the following charges: copies, per page/side - \$.25 black/white, \$.50 color; postage or staff-time charges may apply. If the information you requested is available, you will be notified of the appropriate charges. 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. If charges apply, no work will begin on the request until the agreed upon fees are received.

\_\_\_\_\_ Request is to inspect records only  
\_\_\_\_\_ Request information be provided by email      \_\_\_\_\_ Request information be provided by mail

A request for information may be denied if the information is not public information. Requests will be processed within a reasonable amount of time. Although records may be deemed to be "public records" within the meaning of Chapter 22, Code of Iowa, you are hereby advised that your 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 you in violation of the law is exclusively your responsibility. The City of Walcott hereby denies any and all responsibility for how this information is used by you. If any third party makes a claim against the City of Walcott for misuse of this information attributable to you, the City of Walcott shall pursue all available legal remedies against you.

\_\_\_\_\_  
Signature Date

This form is to be used for hard copy submission, in person, or through mail. Please do not submit record requests as an attachment to an email. Due to cyber security concerns, email attachments will not be opened. To submit a record request via email, please include your request in the body of the email.