Phone: 563.289.5315
Email: cityclerk@princetoniowa.us
Website: princetoniowa.us

**PUBLIC RECORDS REQUEST FORM**

**Iowa Code Chapter 22 – Examination of Public Records**

**Date of Request:** _____

**REQUESTER INFORMATION**

**Name:** _____

**Organization/Company (if applicable):** _____

**Mailing Address:** _____

**City/State/ZIP:** _____

**Phone:** _____

**Email:** _____

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**RECORDS REQUESTED**

Please describe the public record(s) you are requesting as specifically as possible. Include relevant names, addresses, subjects, departments, document types, and date ranges when known.

_____

_____

_____

_____

**Date Range of Records Requested:**

From: _____ To: _____

**Department(s), if known:**

☐ City Hall / Administration
☐ Finance
☐ Public Works

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☐ Police Department
☐ Mayor / City Council
☐ Planning / Zoning
☐ Other: _____

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**PREFERRED METHOD OF ACCESS**

Please select one:

☐ Electronic copies by email
☐ Paper copies
☐ In-person examination of records
☐ Other: _____

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**FEES**

Pursuant to Iowa Code Chapter 22, the City of Princeton may charge reasonable expenses associated with fulfilling a public records request when permitted by law.

If expenses are necessary, the City will communicate the anticipated expenses to the requester. Fulfillment of a request for copies may be contingent upon receipt of payment of reasonable expenses.

☐ Please contact me with an estimate before incurring charges.

**Preferred contact method:** ☐ Email ☐ Phone

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**REQUESTER ACKNOWLEDGMENT**

I understand that some records or portions of records may be confidential or otherwise exempt from disclosure under Iowa Code Chapter 22 or other applicable state or federal law.

I understand that submitting this form does not guarantee that all requested records are subject to disclosure.

**Requester Signature:** _____

**Date:** _____

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Email: cityclerk@princetoniowa.us
Website: princetoniowa.us

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**FOR CITY USE ONLY**

**Date Received:** _____

**Time Received:** _____

**Received By:** _____

**Request No.:** _____

**Department(s) Assigned:** _____

**Date Forwarded for Review:** _____

**Estimated Cost:** $_____

**Prepayment Required:** ☐ Yes ☐ No

**Date Estimate Provided to Requester:** _____

**Date Payment Received:** _____

**Date Records Provided:** _____

**Method Provided:** ☐ Email ☐ Paper ☐ In-Person ☐ Other

**Request Status:**

☐ Completed
☐ Partially Fulfilled
☐ Records Not Located
☐ Records Withheld/Redacted Pursuant to Law
☐ Request Withdrawn
☐ Other: _____

**Notes:**

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**CITY OF PRINCETON, IOWA**

*This form is provided as a convenience for persons requesting public records. Completion of this form is not required to exercise rights under Iowa Code Chapter 22. Public records requests may also be made in person, in writing, by telephone, or by electronic means as provided by Iowa law.*

## Records Request Cost Breakdown

| Work/Department | Time/Hours/Amount | Rate | Total |
|---|---|---|---|
| City Clerk | | $ 28.59 | $ - |
| Deputy Clerk | | $ 22.49 | $ - |
| Police Chief | | $ 34.64 | $ - |
| Public Works Foreman | | $ 34.55 | $ - |
| Fire Chief | | $ 25.00 | $ - |
| Mayor/Council | | $ 25.00 | $ - |
| Copy Cost | | $ 0.50 | |
| **TOTAL DUE** | | | **$ -** |