

Emmet County, Iowa Public Records Request Form

Iowa's Open Records Law provides the public the right to examine and copy public records under the provisions of Iowa Code Chapter 22. Pursuant to Chapter 22, persons requesting such records may be requested to pay the reasonable cost of the production of such records. A description of how fees for reasonable costs are determined is set forth below. Please note that if the requested record(s) potentially contains confidential information or is otherwise exempt from disclosure, additional time may be required for redacting of the documents prior to examination or copying.

Requestor's Information:(Please Print)

1. Name: _____ Company Name _____

2. Mailing Address: _____

3. Daytime Phone Number: _____

4. Alternate Phone Number: _____

5. Fax Number: _____

6. E-mail Address: _____

Request:

1. Record(s) requested (Please be as detailed as possible; include names, dates, subjects, meeting dates, resolution and ordinance numbers, project names etc.)

2. Requesting: (circle all that are applicable)

In person examination

Paper copies

CD/DVD

Digital files

Other _____

Signature and Printed name of requestor

Date of Request