Notice

Persons seeking public records within the control of the City of Boone may examine such records at the city offices between the hours of 8:00 a.m. and 4:00 p.m., Monday thru Friday, except legal holidays, and under the supervision of city staff. After examination, persons seeking public records shall specifically and clearly indicate which records are wanted. Such a request must be in written form. City staff will make copies at a rate of $0.50 per page; costs shall be computed and paid in advance. City staff shall be afforded sufficient time to make and deliver said copies (these are approximate and times may vary):

1. 1-10 pages, one (1) full business days
2. 11-25 pages, two (2) full business days
3. 26-100 pages, three (3) full business days
4. 101-500 pages, five (5) full business days
5. 501-1000 pages, ten (10) full business days
6. 1000+ pages, twenty (20) full business days
7. Each additional 1000 pages or increment thereof, ten (10) full additional business days.

Other administrative fees may also be applied based on time associated with research.

Although these records are deemed to be "public records" under Iowa Law, 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. City of Boone hereby denies any and all responsibility for how this information is used by you. If any third party makes a claim against City of Boone for misuse of this information attributed to you, City of Boone shall pursue all available legal remedies against you.

Let it be known that the request for public records and by whom they are requested also becomes part of the public record.

City of Boone
923 8th Street
Boone, IA 50036

Request for Public Records

Applicant -

Name

Phone

Property Address

Mailing Address (if different)

Requested Information and Purpose

The records requested are deemed to be "public records" under Iowa Law. I have been advised that my 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 in violation of the law is exclusively my responsibility. City of Boone bears no responsibility for how this information is used by me. If any third party makes a claim against city of Boone for misuse of this information attributed to me, city of Boone may pursue all available legal remedies against me or my agents.

Applicant Signature

Date

OFFICE USE ONLY:
Fees according to Schedule of Fees.

Department	Fees	Description
Total		

Signature

Date