



City of Boone  
923 8<sup>th</sup> Street  
Boone, IA 50036

***Request for Public Records***

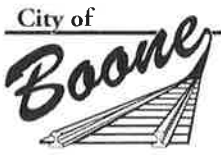
# Notice

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.

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.



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 923 8<sup>th</sup> Street  
 Boone, IA 50036

**Request for Public Records**

**Applicant -**

Name _____	Phone _____
Property Address _____	Mailing Address (if different) _____

**Requested Information and Purpose**

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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 _____
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*OFFICE USE ONLY:  
 Fees according to Schedule of Fees.*

Department	Fees	Description
<b>Total</b>		

Signature _____	Date _____
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