

CITY OF BONDURANT
PUBLIC RECORD INFORMATION REQUEST

Name of Requestor: _____

Address: _____

Phone No: _____ Email: _____

Date: _____

Description of Record:

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 Bondurant bears no responsibility for how this information is used by me. If any third party makes a claim against City of Bondurant for misuse of this information attributable to me, City of Bondurant may pursue all available legal remedies against me or my agents.

Signature: _____

Date: _____

City of Bondurant Response

Your request has been received and is being processed. We will respond within ten (10) business days.

- The City anticipates the cost of the records production to be \$_____. Please remit payment in order for the City to undertake the requested research. Any payment amount that is not fully needed to pay for the research will be refunded.

We need additional information to respond to your request. Please provide the following information: _____

The record you have requested is exempt from disclosure under Iowa law. Please see the attached explanation.

We do not have the record you have requested.

City of Bondurant Remarks

City Official Signature: _____

Title: _____

Date: _____

For City Use Only

Request received by: _____ On: _____

Response due date: _____

Date fee received: _____ Receipt #: _____