

OPEN RECORDS REQUEST

The City of Carter Lake acknowledges the right of the public to access public records maintained by the City in accordance with Iowa Code Chapter 22. The City takes this public responsibility seriously and is committed to open government and makes every attempt to respond to requests in a timely manner.

Pursuant to Iowa Code Chapter 22, certain records maintained by the City are not public records and may be exempt from public disclosure. When the City responds to requests to inspect or copy records, costs are incurred by the City. Prior to releasing the records requested, the requesting party must reimburse the City for costs incurred in responding to public records requests.

Make a Request

Date of Public Record Request: _____

Requester's Information:

Name: _____

Street: _____

City, State, Zip; _____

Contact Information:

Phone: _____

Email: _____

Note: Since we may need to get in touch with you to confirm all or part of this form, a Phone # or E-Mail Address is required. Info will not be given to third parties and will only be used to respond to this inquiry and future correspondences.

Please describe below the record(s) you are requesting:

I understand that I will be charged for costs related to the inspection/copying of public records, and the records will not be released to me without payment. Upon receipt of payment:

____ I will pick up the documents requested.

____ Please mail me the documents requested.