

DATE: _____ **TIME:** _____ **RECEIVED BY:** _____
(Initials)

Information Requested:

THE FOLLOWING MUST BE COMPLETED

Name _____ Phone _____
(Please Print)

Address _____ City/Zip _____

Signature _____ Organization _____

Date copies received or records examined _____

Copies of "public records" which are maintained in the normal course of municipal business and which involve no research or extra labor time on the part of the city shall be:

- .50 per 8.5 x 11 page .75 per 8.5 x 14 page
- Certification of copies provided will be an additional \$2.00 per page.
- Copies made for the general public from their original shall be: .25 per 8.5 x 11 page .50 per 8.5 x 14 page \$1.00 for 11x17
- Municipal Court records shall be charged:
 - .50 per 8.5 x 11 page .75 per page for 8.5 x 14
- Charges for maps, plats, and other large documents are set by the applicable department.
- Police & Fire reports shall be charged as follows:
 - Police & Fire Reports \$5.00
 - Mail Out Reports \$6.00
 - Faxes \$6.00
 - Cost of mailing copies must be collected prior to mailing reports, unless a self-addressed envelope is provided.
 - For reports that are older than the current month a reasonable search fee will be charged.

Ref. Resolution 19-01