

NOTICE

Persons seeking public records with the control of the City of Long Grove may examine such records at the city office between the hours of 8:30 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 \$0.75 per page with additional cost for binding; cost shall be computed and paid in advance. City staff shall be afforded sufficient time to make and deliver said copies*.

1-10 pages one (1) full business day

11-25 pages, two (2) full business days

26-100 pages, three (3) full business days

101-500 pages, five (5) full business days

501-1000 pages, ten (10) full business days

1000+ pages, twenty (20) full business days

Each additional 1000 pages or increments thereof, ten (10) full additional business days

Although these records are deemed to be “public records” under Iowa Law, any persons in possession of copies of “public records” 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 said person in violation of the law is exclusively their responsibility. City of Long Grove hereby denies any and all responsibility for how this information is used by them. If any third party makes a claim against City of Long Grove for misuse attributed to the person in possession of copies of “public record”, City of Long Grove shall pursue all available legal remedies against said person.

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

*Additional research time may be required for archive searches

Request for Public Records

Name _____ Date _____

Address _____

Telephone Number _____

Records

Requested _____

Pages Requested _____

Fee _____

Paid-Receipt # _____

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

Signature(s) _____