



City of Marengo, Iowa  
OPEN RECORDS REQUEST

**REQUESTOR'S INFORMATION:**

Requestor's Name: \_\_\_\_\_

Address: \_\_\_\_\_

City /State/Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

**Description of Record or Information Requested: (be as specific as possible):**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Signature of Requestor:** \_\_\_\_\_

**Date of Request:** \_\_\_\_\_

**CHECK ONE:**

\_\_\_\_\_ Yes, I would like the records copied and sent to the above address by USPS mail, *and* a copy sent to the email address above.

\_\_\_\_\_ Yes, I would like the records copied and I will pick it up at Marengo City Hall, 153 E. Main Street, Marengo, IA

\_\_\_\_\_ Yes, I will plan to review the documents at Marengo City Hall, no copies are required.

Applicable City's Services Fees Schedule:

Records Request	\$10.00 administrative fee, plus other applicable fees
Copies – Black & White	\$ .25 per sheet
Copies – Color	\$ .50 per sheet
Police Reports	\$ 3.00 per video or report

Upon receipt of the information request, an estimated cost to complete the requested services will be provided. Following acceptance by requestor to pay the estimated costs, you may expect a response to non-confidential, public information within ten (10) to fifteen (15) business days.