CEDAR RAPIDS BUILDING SERVICES DEPARTMENT
PUBLIC INFORMATION REQUEST

Requester's Name: _____

Requester's Address: _____

Requester's Phone Number: _____

Today's Date and Time: _____

Information Requested: _____

_____

Address and/or File #: _____

Request Method: ☐ In writing ☐ By email: _____

☐ In person ☐ By phone: _____

FEES: Fee information was explained or provided to the Requestor? ☐ Yes ☐ No
(No charge for this first page to the requester listed above)

SCHEDULE FOR OPEN RECORD REVIEW: Within five (5) working days to locate the requested information and ensure compliance with the Iowa Administrative Code Chapter 22 – Including Chapter 22.8(4) would include complainants name shall not be released without written approval from the complainant.

FEE / CHARGES AS FOLLOWS: Resolution 0829-05-04

3. a. The charge for providing copies of records will be 25 cents per page.
   d. An hourly fee will be charged for the actual expenses in retrieving records, supervising the examination and copying of all requested records, and for other necessary activities undertaken to make records available when such time exceeds 30 minutes. The hourly rate for such staff time will be charged the rate of $20 per hour pro-rated to the nearest 15 minutes.
   e. If the record requires research, or if the record or records requested cannot reasonably be retrieved by the custodian, the requestor will be advised of this fact. An hourly fee for research or retrieval shall be charged as provided in Subparagraph 3(d) herein.

Completed form can be emailed to BSD-Admin@cedar-rapids.org

FOR STAFF USE ONLY

Please make the requestor aware of the fees / charges per City Resolution. We will schedule an appointment at the time of Open Record request for an appointment to review the records – to be within five working days. That the reason for delay is to review the records for information not allowed to be released by Iowa Law – such as the name of the complainant.

Staff completing report: _____

Department head approval: _____

Information and number of copies provided: _____