

City of Urbandale, Iowa

Public Records Request & Estimated Fees

Date of Request	City Staff – Received By	City Staff – Routed To

Please describe the specific record(s) requested:

Contact information if any questions about the request?

The lawful City custodian in the best interests of the City will determine the medium used to respond to a request.

Estimated Fees: Fulfilling a request may be contingent upon receipt of payment.

When Estimated Fees total more than \$15.00, first obtain written authorization from requestor to proceed.

Date Request Fulfilled	City Staff – Request Fulfilled By

Citywide fees and fine schedule established any fees related to the reproduction of records.