

Prairie City - City Hall
Request for Release of Information



REQUESTING PARTY INFORMATION

Name: _____ Date of Request: _____

Agency/Company _____

Phone: _____ Fax: _____ Email: _____

REQUESTED INFORMATION/DOCUMENTATION

Date: _____

Type of Document: _____

Specific information needed or information that may help in filling request:

Fee Schedule

- Color copies - \$.25 per page
 - Photos/4 per page - \$5.00
 - Video/Audio CD or DVD - \$30.00
 - Faxed copies: Local/toll free - \$.50/page
Long distance - \$1.00/page
 - Postage for mailed copies -Actual cost
-

Internal Use Only

Authorizing Supervisor: _____ Date: _____

Released to: _____ Date: _____

Amount Received _____ Cash Check

Completed By: _____ Date: _____

*Request may be filled within 10 business days and no longer than 20 calendar days
Reports will be fulfilled by mail or made available for pick up at City Hall.*