

AGREEMENT FOR EXAMINATION OF OPEN RECORDS

The City Clerk is the designated lawful custodian of the records for the City of Jesup, *Code of Iowa (section 22.3(1))* and responsible for implementing the requirements of *Code of Iowa, Sec. 372.13(4&5) and 380.7(5) Jesup Code of Ordinance Chapter 18.08(4)*. Person's seeking public records within the control of the City of Jesup may examine such records at the city offices between the hours of 8:00 A.M. to 12:00 P.M. and 12:30 p.m. to 4:30 p.m., Monday through Friday, except legal holidays, under the supervision of city staff. After examination, persons seeking public records shall specifically and clearly indicate which records are wanted. The City Clerk or Deputy Clerk, in the Clerk's absence, shall make and deliver copies at the rate of \$.15 per page; costs shall be computed and paid in advance. City staff shall be afforded sufficient time to make and deliver said copies, i.e. 1-10 copies, one full (1) business day; 11-100 copies, two (2) full business days; 101-500 copies, five (5) full business days; 501-1000 copies, ten (10) full business days; 1000+ copies, twenty (20) full business days; each additional 1000 copies or increment thereof, ten (10) additional business days.

Although the attached records are deemed to be "public records" under Iowa Law, you 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 you in violation of the law is exclusively your responsibility. The City of Jesup hereby denies any and all responsibility for how this information is used by you. If any third party makes a claim against the City of Jesup for misuse of this information attributable to you, the City of Jesup shall pursue all available legal remedies against you.

RECORDS REQUESTED:

Print Name

Date

Signature

City Clerk/Deputy Clerk

Date