

City of LeClaire
325 Wisconsin Street
LeClaire, IA 52753
(563)289-4242



Submit to the City Clerk
Tracy Northcutt
(563)289-4242 ext. 1103
tnorthcutt@leclaireiowa.gov

OPEN RECORDS REQUEST FORM

PLEASE ALLOW 10 BUSINESS DAYS FOR RESPONSE / 20 CALENDAR DAYS IF CONFIDENTIAL

Name

Organization (if applicable)

Street Address

City, ST ZIP Code

Phone

Email

INFORMATION BEING REQUESTED (Fill in all that Apply)

__ DATE RANGE: _____

__ RECORDS ARE NOT SPECIFIC TO A DATE

Method for providing record to you - Please circle: EMAIL MAIL IN-PERSON

Description of records being requested - _____

(OFFICE USE ONLY)

DATE RECEIVED: _____

ESTIMATED COMPLETION DATE: _____

DATE INFO PROVIDED: _____

COST (IF APPLICABLE): _____

NOTES: _____
