

MARION SOIL AND WATER CONSERVATION DISTRICT

REQUEST FOR INFORMATION

Date: _____

Name: _____

Phone#: _____

Address: _____

The information I am requesting is (please be specific):

Records may be viewed at Marion Soil and Water Conservation District for no charge. If copies are desired, the fees as outlined below apply. If records research is necessary, fees also apply.

Fees:

Records Research: \$25.00 administrative fee + \$25.00 per hour. \$100.00 deposit required.

Paper Copies: \$2.00 first page, \$0.25 per page thereafter

Information will be provided within 5 working days. If a longer delay is expected, staff will advise the applicant. Requests may be subject to review by legal counsel.

I agree to the charges at this time, OR

I would like to receive a written list of estimated charges and then agree in writing to the charges.

FOR OFFICE USE ONLY

Info compiled by:

Date completed:

Amount due:

Date notified:

Date picked up:

Receipt #: