



## Open Meetings Notice Request Form

City of Decorah  
400 Claiborne Drive  
Decorah, IA 52101  
(563) 382-3651  
citymanager@decorah.iowa.gov

*Purpose: To provide efficient and consistent policies, standards, and procedures for the distribution of public notices related to news media organizations. Annual requests for notice remind the City of a news media's continued interest in receiving copies of agendas for public meetings and also provides the news media with an opportunity to remove governmental bodies that no longer exist, update contact information, and add new governmental bodies that have been formed. The City provides a recommended form for news media and members of the public to use in filing requests for public meeting notifications as a way of providing a clear and concise means of making such requests.*

**INSTRUCTIONS: Please complete for the 2024 year and return to City Hall.**

CONTACT NAME:	MEDIA ORGANIZATION (IF APPLICABLE)
MAILING ADDRESS:	PHONE:
EMAIL ADDRESS:	
Representative or Applicant Signature: _____ Date: _____	
<b>OFFICE USE ONLY</b>	
Date Received: _____	
<input type="checkbox"/> Add to Media List Signature: _____	