

Des Moines

Date

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Re: Request for Disclosure of Public Records

Dear :

The City of Des Moines is in receipt of your request for public records received in this office on -----, requesting ----- . I will forward your request to the appropriate City department(s) where the type of information you have requested may be contained.

We anticipate that our review of your request may take some time, however, we will provide an appropriate response as soon as possible. If you do not receive a complete response within two weeks, please contact my office at 206-878-4595.

Sincerely yours,

Denis Staab
City Clerk

DS:hs

cc: City Attorney
City Manager
Assistant City Attorney