

Auditor Fees

The Warren County Auditor's Office is committed to transparency in government. We will provide our customers with the fullest assistance possible when requesting access to public records. The Warren County Auditor's Office wishes to adopt and enforce reasonable rules and regulations consistent with the intent of the Public Records Act; to provide access to public records, to protect public records from damage or disorganization; and to prevent interference with essential County business. Therefore, the Warren County Auditor adopts the following policy:

1. The Warren County Auditor's office makes all public records available except those that are exempt by state or federal statute, pursuant to Iowa Code section 22.7
2. Any person wishing to inspect or copy identifiable public records of the Warren County Auditor's Office should make the request in one of the following ways: 261-195.2(3)
 - a. Call the Warren County Auditor at (515)690-9180
 - b. E-mail Warren County Auditor at auditor@warrencountyia.org
3. The following information should be included in each request:
 - a. Name & address of the requestor
 - b. Contact information, including telephone number, email address, & mailing address
 - c. Identification of the requested records adequate for the office staff to locate the records (re: instrument number, parcel number or address)
 - d. Date of the request
4. The Warren County Auditor's Office will impose an hourly rate (one hour minimum charged) if the records require more than 30 minutes to locate and produce or the request requires specialized analytical, research, or supervisory assistance to identify, locate, compile, or transfer the records. According to Iowa Code section 22.3.

- 1a. Research Fees - \$20 per hour
- 2b. Black & White Copies - 25 cents per page
- 3c. Color Copies - 50 cents per page

Election Department Fees

- 1a. Voter List - Absentee & Registration - \$10.00 each
 - 2b. Post Election information & Research - \$.25 cents per page.
5. Requestor/landowners are allowed one (1) map copy at no charge. If a requestor/landowner requests multiple copies of the same map, or copies of neighboring properties then the copy fees apply:
- a. Emailed Copies of Maps - \$2.00

6. Conduct Research – if the requestor requests research that takes a member of the Warren County Auditor's Office more than 30 minutes to complete, the office may charge an hourly fee with a minimum of one (1) hour.

a. Data requests to include but are not limited to a spreadsheet or report of all Agriculture landowners in Warren County, Top Tax landowners in Warren County, or other miscellaneous reports, the office may charge \$2.00 per report.

7. Counter Documents – Documents retained by the Warren County Auditor's office that are readily available and can be provided without substantial research may be released without appointments but will be subject to fees if copies are needed.

8. The Warren County Auditor's Office may require a deposit of up to ten (10) percent (%) of the estimated costs of copying all the records selected by the requestor. The Auditor's office will also require payment of the remainder of the copying costs before providing all the records.

a. Payment can be received via check, cash or money order

b. All checks and money orders must be made payable to **Warren County Treasurer**

c. Send payments to: Warren County Auditor
c/o Land Records
301 N Buxton, Suite 101
Indianola, IA 50125

8. All public records requests are subject to approval by the Warren County Auditor.

Passed and adopted on August 1, 2025

ATTEST:


Kimberly Sheets
Warren County Auditor