

**INSTRUCTIONS FOR COMPLETING
IOWA CERTIFIED LOCAL GOVERNMENT (CLG)
2007 ANNUAL REPORT**

The CLG Annual Report form is available in hard or paper copy and in electronic format.

Important information to include:

1. Please provide the mailing address and phone number for the Mayor or Board of Supervisors.
2. If there will be a new Mayor or Chairman of the Supervisors in 2008, please provide the name of the new Mayor or Chairman.
3. On the commission membership sheet, please list only the first and last names of the persons who served on the commission during 2007.
4. On the commission membership sheet, please provide detailed information on staff, commission contact, commission officers, and members who will serve during 2008.
5. For all commissioners, please provide the month-year when each commission member's term ends.

Instructions for completing and returning a hard or paper form:

You may write or type your answers onto the form.

If you need additional space, please use an extra sheet of paper. Be sure to number your answers so they correspond with the questions and present the answers sequentially in the same order that the questions appear on the report form.

Please provide one copy of the completed annual report with the original signature of your elected official (mayor or chair of the board of supervisors).

Instructions for completing and returning an electronic form or a form that is partially electronic and partially hard copy:

The Iowa 2007 CLG Annual Report form in PDF, Microsoft Word and Mac formats can be downloaded from

http://www.iowahistory.org/preservation/clg_program/annual_report.html

1. **All** electronic copies must be formatted and submitted as Microsoft Word Documents (Windows 98 version or higher preferred)
2. The electronic version of this form is simply a document not a template. This means that you can change the form. Please retain the original wording and the order of the questions to facilitate easy entry of information into our database.
3. If submitting a completed electronic copy, then submit one electronic copy of the form; mail one copy of the signature page and any attachments that are not in electronic format.

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If you have questions or need assistance in completing the form, please contact Paula A. Mohr, CLG Coordinator, at (515) 281-6826 or paula.mohr@iowa.gov.

Please send the completed 2007 Annual Report Forms to the following by February 15, 2008:

Mail the report to:

Paula A. Mohr
State Historic Preservation Office
State Historical Society of Iowa
600 East Locust Street
Des Moines, Iowa 50319-0290

Send electronic copies to:
Paula.Mohr@iowa.gov

Thank you

and

thanks also for all that you do to make preservation strong in Iowa!