

MISSOURI SUNSHINE LAW * RECORDS REQUEST

SLR _____

TO: Custodian of Records
City of Ballwin
14811 Manchester Road
Ballwin, MO 63011

FROM: Name: _____
Please Address: _____
Print City/State/Zip: _____
Phone #: _____
E-mail Address: _____

DATE: _____

This is a request for records under the Missouri Sunshine Law, Chapter 610, Revised Statutes of Missouri.
I request that you make available to me the following records:

SUBJECT: _____

START: Month/Year: _____
END: Month/Year: _____

Check (✓) the boxes that apply to your request:

PAPER COPIES:

I request that the records requested be copied and sent to me at the following address:
Name / Address / City / State / Zip: _____

★ **PREPAYMENT REQUIRED:** 10¢ per page;
Current average clerical rate applicable to research and compilation: \$25.23/hour.
You will be notified of the total cost for payment.

MAXIMUM PAYMENT:

If search and copying fees will exceed \$ _____ please notify me before proceeding with the copying process. (Insert the amount you are willing to pay without more information about the documents.)

VIEW DOCUMENTS:

I want to view the documents instead of receiving paper copies.

PUBLIC INTEREST:

I believe this request serves the public interest and is not for personal or commercial interest; therefore, I request that all fees for locating and copying the records be waived.

State how this information will be used and why that use is in the public interest:

CLOSED PORTIONS OF RECORDS:

If portions of the requested records are closed, please segregate the closed portions and provide me with the rest of the records.

★ PURSUANT TO SECTION 610.016 RSMo., FEES FOR COPYING PUBLIC RECORDS, EXCEPT THOSE RECORDS RESTRICTED UNDER SECTION 31.091 RSMo. SHALL NOT EXCEED 10¢ PER PAGE FOR A PAPER COPY NOT LARGER THAN 9 X 14 INCHES, WITH THE HOURLY FEE FOR DUPLICATING TIME NOT TO EXCEED THE AVERAGE HOURLY RATE OF PAY FOR CLERICAL STAFF OF THE CITY OF BALLWIN. RESEARCH TIME REQUIRED FOR FULFILLING RECORDS REQUESTS WILL BE CHARGED AT THE ACTUAL COST OF RESEARCH TIME. DUPLICATING TIME AND RESEARCH TIME WILL BE CHARGED BY THE CITY OF BALLWIN AT THE RATE OF \$25.23 PER HOUR.

Signature _____ Date: _____
-----DO NOT WRITE BELOW THIS LINE-----

RECEIVED: _____

FORWARDED TO: Name: _____
Dept.: _____ Date: _____