



City of Ballwin/Ballwin Police Department

MISSOURI SUNSHINE LAW RECORDS REQUEST



For City Records:
All records requests for City Government must go through the MyGov portal at public.mygov.us/ballwin_mo

For Police Records:
policerecords@ballwin.mo.us
Ballwin Police Department
302 Kehrs Mill Rd.
Ballwin, MO 63011
Phone: (636) 227-9636

From: Name: _____
Full Address: _____
Phone #: _____
E-Mail Address: _____

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

START DATE: _____ **END DATE:** _____

SUBJECT: _____

If attorney, please furnish the name of your client: _____
If insurance company, please furnish the name of your insured: _____
If related to person named in document, please state relationship: _____

Check the boxes that apply to your request:

- Documents- paper copies** **Audio** **Video** **Other**
- View Documents:** I want to view the documents instead of receiving paper copies
- Public Interest:** I believe that the 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 records are closed, please segregate the closed portions and provide me with the rest of the records

RECORDS REQUEST FEE:

Pursuant to Section 610.026 RSMo., fees for copying public records, except those records restricted under Section 32.091 RSMo. shall not exceed 10¢ per page for a paper copy not larger than 9 x 14 inches. Research and duplication time is charged at the fees below pursuant to Section 610.026 RSMo. If there is a cost to be incurred, an estimate will be sent. A deposit will be required prior to disseminating records and the final cost may change due to actual costs incurred by the City of Ballwin.

Current rate applicable to duplicating/clerical time	\$25.23/hour
Current rate applicable to research time	up to \$52.00/hour
Copy Fee	\$0.10 per page
Car Accident Report	starting at \$7.00
CAD Report	starting at \$3.00
Copy of Audio/Visual CD or flash drive	\$1.00/cd \$7.99/flash drive
Certified Copy Fee	\$5.00

Signature

Date