



Request for Public Records

This is a request for records under the Missouri Sunshine Law, Chapter 610, Revised Statutes of Missouri.

Please make available the following records. If portions of the requested records are closed, please segregate the closed portions and provide the rest of the records.

(Be as specific as possible and include time periods, if applicable. Vague or overly broad requests may delay a response or result in unnecessary expense to you. If additional space is needed, please write the requested information on the back of this form.)

I understand that there may be charges for the City's response to this request and that payment of such fees is required prior to receiving these records. *(Please mark your chosen option(s).)*

- _____ I would like only to view the City's copies. I understand that I will need to do this in the City's offices, however, by doing so may reduce or eliminate the expenses I may incur.
- _____ I would like to receive copies of the requested records.
- _____ I will pick up these copies at the City's offices.
- _____ Please mail these copies to me. US Postal Service E-mail: _____
- _____ I would like a written estimate of fees prior to the production of my requested record copies.
- _____ I do not need a complete estimate but please let me know in advance of any search or copying if fees will exceed \$_____.
- _____ I believe this request serves the public's interest and is not just for personal or commercial interest. I ask that all fees for locating and copying the records be waived. I will use the information from this request to _____.

(If you are not asking that the fee be waived, you do not need to tell how the information will be used.)

Requestor's Printed Name _____ Requestor's Signature _____ Date _____

Address (please include City, State and Zip Code) _____ Phone Number _____

**Under Missouri Law, public records are to be provided by the end of the third business day following the date the City Clerk receives the request. The law allows this time to be extended if there is a reasonable cause for delay. If a delay occurs, you will be notified of the reason and when the records will be made available (RSMO 610.023.3)*

The completed form should be directed to:
 City Clerk
 City of St. Ann
 10405 St. Charles Rock Rd.
 St. Ann, MO 63074
 Phone: (314) 427-8009/Fax (314) 427-1084

TO BE COMPLETED BY THE CUSTODIAN OF RECORDS:

Fees: Estimated fees provided (attach copy)

Copies (#pages _____) \$ _____

Research/Duplication Time \$ _____

Other charges: _____ \$ _____

Total Charge \$ _____

Status: Date/Time Completed _____

Date/Time Fees Paid _____

Signature of Custodian of Records or Designee: _____