

REQUEST FOR RECORDS

The undersigned requests copy(s) of the following identified public records from the City of Pevely, Missouri pursuant to the Missouri Sunshine Law, Chapter 610 RSMo.

Requested from City Clerk Municipal Court Clerk Public Works
(Check Appropriate Box)

Certified Regular No. of Copies _____

Identify In Detail Each Record Requested

Describe the records as specifically as possible. Where records that cover only a particular period, such as last year or a specific month, identify the particular time period.

Requestor agrees to pay in advance all costs for reproduction and copying of the above records and documents. City will advise costs to Requestor and will furnish the requested document copy(s) within three (3) business days following receipt of payment. In the event exact costs cannot be determined, and Requestor so requests, City will provide its estimate of cost which Requestor will pay in advance; and, upon delivery of the requested copy(s), Requestor will pay balance due. If portions of the requested records are closed, the closed portions will be segregated or redacted and the remainder of the records will be provided. To extent possible, requested records will be reproduced in original format (e.g., original size photocopy, plat copy size, photograph, sound or electronic recording, disks, videotape, electronic and/or media reproduction).

PRINT NAME STREET ADDRESS / APT. NO. CITY STATE ZIP

SIGNATURE

DATE

FOR CITY USE ONLY

No. Pages @ \$0.10 ea.	Research Time Hours	Research Time Rate \$ /hr	Plat Reproduction Cost	Clerical Time X \$

TOTAL DUE \$ _____

Cash Check / Money Order