

CITY OF PERRYVILLE
REQUEST FOR PUBLIC RECORDS

For City Use Only:

Request Received on: _____

Responded to Request on: _____

Charge for Request: \$ _____

Amount Received on: _____

Name: _____

Address: _____

Phone: _____ Date: _____

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

I request you make available to me the following records:

- All records relating to: _____

- From _____ to _____ or current records
Date Date (circle)

I request that the records responsive to my request be copied and **mailed** to me at the address listed above; or _____

I request that the records responsive to my request be **emailed** to me at: _____

I request to view these records in person once they have been located.

FEES

If the cost of the search or copying fees is expected to exceed \$_____, please contact me first. I understand that I must pay the fee prior to receiving the information requested.

OPTIONAL

I request that all fees for locating and copying the records be waived because my request serves the public interest and is not just for my personal or commercial benefit. I believe my information request serves the public interest for the following reasons: _____

City of Perryville Policy on Public Records

Under Missouri law, public governmental bodies are allowed to charge certain fees for the cost of providing access to or copies of public records. MO. REV. STAT. § 610.026(1). The City of Perryville is authorized by law to assess certain copying charges to persons requesting public records. These fees will be no more than ten cents (\$.10) per page, unless the paper size is larger than 9x14 inches.

The City will also charge for the actual cost of staff time to locate and copy the records. The labor cost imposed will not exceed the average hourly pay rate for the City's clerical staff. The City may also charge for providing access or reproducing records on a computer in an electronic format, such as the cost of computer disks to which the material is transferred. If specialized personnel are needed to copy the requested records, the City may impose a higher fee to reflect the cost of their time.

The City reserves the right to request all copying fees be paid in advance, or the deposit for the copies forwarded to the City.

The City will consider request to waive or reduce copying or research fees, if the City in its sole discretion, considers the request to be in the public interest and if waiving or reducing the fees would not jeopardize the City's ability to provide other public services to the community. **The City is under no obligation to reduce or waive copying and research fees.**