

City of Warson Woods



Date: _____

Research/Copy Fee: \$ _____

Request for Access to Public Records

This Form is provided pursuant to the City of Warson Woods' Open Meetings and Records Policy. The Policy is contained in Chapter 165 of the Municipal Code which can be accessed through the City's website at www.warsonwoods.com and in the City's other supplemental written policies on file with the City Clerk. Completion of the Form will expedite the City's response to your request for access to public records under Chapter 165 and §610.023 RSMo. Thank you for your cooperation and your interest.

Please type or print legibly

Date of Request: _____, 20____

Full Legal Name of Person Making Request: _____

Address of Person Making Request: _____

Telephone No.: _____ email address (if desired) _____

Public Record(s) Requested to be made available: (Describe the records as specifically as possible. Where you are asking for records that cover only a particular period, such as last year or a specific month, identify that time period.) _____

If you are requesting copies of the records rather than just being able to see them and are willing to pay for research time and the copies, please initial the box to the right:

I understand that there will be a charge for fulfilling the request and I ask that the records responsive to my request be copied and sent to me at the above address:



PLEASE NOTE that for all requests for research and/or copies that the City estimates will take significant time or expense to compile and copy, the City will require payment of the estimated cost prior to making copies. Should the actual costs be lower than the amount pre-paid, the City will refund the difference.

If you would like the City to inform you in advance of any search, research or copying fees exceeding a certain amount, please fill in the maximum amount \$ _____ (Insert amount you are willing to pay without additional information about the documents).

If portions of the requested records are closed, the City will segregate the closed portions and provide the remainder of the records.

I have fully read and acknowledge the above terms as well as the Terms of Access and Duplication on the reverse-side and state that that all information provided to the City is correct.

Return Completed Form to: **Custodian of Records
City of Warson Woods
10015 Manchester Road
Warson Woods, MO 63122-1825**

Signature of Person Making Request

City of Warson Woods, Missouri
Policy for Recoupment of Costs Incurred for Compliance with Sunshine Requests
Pursuant to Section 610.026 RSMo

Except as otherwise provided by law, the City's Boards, Commissions and Committees shall provide access to and, upon request, furnish copies of public records subject to the following:

(1) **Copy Fees:** Fees for copying public records shall be set at ten cents (\$0.10) per page for a paper copy not larger than nine by fourteen (9 x 14) inches *plus* a fee for duplicating time equal to the average hourly rate of pay for clerical staff of the City.

- **Research Time:** Any research time required for fulfilling records requests may be charged at the actual cost of research time. Based on the scope of the request, the City shall produce the copies using employees of the body that result in the lowest amount of charges for search, research, and duplication time.
- **Estimated Costs:** Prior to producing copies of the requested records, the City shall endeavor to provide the person requesting the records with an estimate of the cost.
- **Waiver of Costs:** Documents may be furnished without charge or at a reduced charge, upon request, when the Board of Aldermen determines that waiver or reduction of the fee is in the public interest because it is likely to contribute significantly to public understanding of the operations or activities of the City and is not primarily in the commercial interest of the requester.

(2) **Electronic and other Files.** Fees for providing access to public records maintained on computer facilities, recording tapes or disks, videotapes or films, pictures, maps, slides, graphics, illustrations or similar audio or visual items or devices, and for paper copies larger than nine by fourteen inches shall include only the cost of copies, staff time, which shall not exceed the average hourly rate of pay for City staff required for making copies and programming, if necessary, and the cost of the disk, tape, or other medium used for the duplication.

- Fees for maps, blueprints, or plats that require special expertise to duplicate may include the actual rate of compensation for the trained personnel required or actual costs paid by the City to a third party to duplicate such maps, blueprints, or plats.
- If programming is required beyond the customary and usual level to comply with a request for records or information, the fees for compliance may include the actual costs of such programming.

(3) **Prepayment Authorized.** The Custodian of Records may request payment of such copying fees prior to the making of copies.