



City of MARYLAND HEIGHTS

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REQUEST FOR PUBLIC RECORDS VERIFICATION OF ACCESS AND/OR COPIES PROVIDED

Resolution 88-144 sets city procedure related to Open Meetings and Records in accordance with Chapter 610, RSMo, commonly known as the "Sunshine Law. Access to public records shall be provided within three business days following a request or a response sent setting out the need for additional time. The Resolution also sets guidelines for the denial of access to protected documents.

Date Requested: _____

Request Received by : _____ Mail _____ Phone _____ In Person _____ Email _____ Fax _____

REQUESTED BY:

Name _____ Phone No _____

Address _____

EMAIL Address _____

DOCUMENTS REQUESTED (Please indicate if you need the documents to be certified)

FOR OFFICE USE ONLY

	# of docs./ hours	@ Cost	Total Cost
Certification(s)		\$5.00	
Staff Research Time/Copy Time			
Copies		\$.10	
Postage/Courier			
Records(s) provided at cost of duplication (i.e., photographs, oversize documents, discs)			
Records Faxed/Emailed			
TOTAL COSTS			

Amount Paid: _____ Cash Receipt Issued: _____

(Initial)

VERIFICATION DATE: Mailed _____ Pickup _____ Viewed _____ Other (email/fax) _____

BY:

RECORD CUSTODIAN/DEPARTMENT