



Request for Access to Public Records Form

(please print or type)

This form is provided pursuant to the City of Vinita Park's Open Meetings and Records Policy. A copy of the Policy can be obtained upon request. Completion of the Form will expedite the City's response to your request for access to public records under 610.023 RSMo. Thank you for your cooperation and your interest.

Date of Request: _____

Name of Person Making Request: _____

Address/Telephone Number of Person Making Request:

Address: _____

Telephone: _____

Public Record(s) Requested:

Signature of Person making Request: _____

FOR CITY STAFF USE ONLY

To be completed by Custodian of Records or Designee

Request No. _____

Date Request Received: _____

<u>Staff</u>	<u>Rate/Hr.</u>	<u>Time Expended</u> <u>(1/10 of Hour)</u>	<u>Search/Duplication</u> <u>Staff Costs</u>
--------------	-----------------	---	---

Total: _____

of pages duplicated _____ X \$.10/page = _____

Total Actual Cost for Document Search and Duplication = _____

Custodian Approval _____ Date: _____