

SUNSHINE LAW PUBLIC RECORDS REQUEST FORM

The City of Bland is committed to openness in government and to that end makes its public records available for public inspection and copying to the fullest extent possible, subject to certain exceptions as set out in Missouri's Sunshine Law, RSMo. Chapter 610*. To better serve you, and to facilitate access to public records, you are asked (but not required) to complete this form. The City will act upon your request and make requested public records available to you for your inspection at City Hall at no cost as soon as possible, but in no event later than the end of the third business day following the date of the request is received by the City Clerk; provided however, your request may be subject to delays for reasonable cause or may be denied, in whole or part, under Sunshine Law as closed records. No records may be removed from the office of the City Clerk.

Request Date: _____

Request Time: _____

Requestor Name: _____

Telephone: _____

Address: _____

Facsimile: _____

_____ Email _____

Public Record***Request: _____

REQUESTOR OPTIONS

- A. You may alternatively request the City to prepare paper copies of the requested records, at your cost, for: pick up at City Hall; or delivery to you via either _____ US Mail; _____ Email; or _____ Facsimile
- B. Rather than in paper format, at your request the City will provide the requested records in a different format, if available, at your cost:
I ask that the requested records be provided, if available, in the format of: _____
- C. The requested records will not be certified unless requested:
_____ I request certification of the record at my cost.
- D. All costs to be paid in advance. Prior to producing the records, you may ask for an estimate of the costs of your records request.
_____ I request a cost estimate, and understand the City awaits my approval and advance payment of costs before acting on my request.

FOR CITY USE ONLY / CITY REPLY

- E. Cost estimate of \$ _____ was provided on _____ Requestor Approval received _____
- F. Requested records were made available/provided to requestor on
Delivery type: _____ In person inspection; _____ City Hall pick up; _____ US Mail; _____ Email; or _____ Facsimile
- G. For reasonable cause, access to the requested record was not granted within three days
because: _____

The earliest time and date that the records will be available for inspection is: _____

- H. Requestor was notified on _____ that:
i. No records exist satisfying the records request, and/or
ii. The records request sought closed records under Sunshine Law and therefore access was denied. (Upon requestor's request for a statement of explanation, the City will, no later than the end of the third business day following the date requestor's request is received, furnish to requestor a written statement of the grounds for such denial and will cite the specific provision of law under which access was denied.)

COST ESTIMATE / PAYMENT

Quantity/Hours/Other Cost Rate Subtotal

Staff Time / Research, Copying, TBD.....

Copy costs – 9 x 14 or smaller - \$0.10 per page.....

Postage / Courier / Long Distance Fax Costs: TBD.....

Duplication Costs – Other, Non-standard: TBD.....

Other Costs: TBD.....

TOTAL COSTS:

Payment: Amount Tendered: \$ _____ Date Received: _____

RESOURCES

Custodian of Records: Tesa Koch, City Clerk, City of Bland, Missouri blandmo@centurylink.net; 573-646-3252