

CITY OF BRENTWOOD
2348 SOUTH BRENTWOOD • BRENTWOOD, MO 63144
Request for Public Records

PLEASE PRINT ALL INFORMATION

Date of Request: _____

Name of Person or Company Requesting Record(s): _____

Address of Person or Company Requesting Record(s): _____

Daytime Phone: _____ Email: _____

Description: (please be specific when providing dates, names, addresses, subject matter, etc. of record(s)).

I understand that there may be charges for the research time (\$20.08 per hour) and copies (10¢ per page) made in response to this request: (*Please mark your chosen option(s)*).

___ Review the public record(s) in City offices. I understand that this method may eliminate the research and copying charges I may incur relating to the request.

___ I ask that the requested record(s) be copied and made available to me for pick up at City offices or sent to me via U.S. mail. I understand that this may result in fees as provided for under Missouri Sunshine Law and that such fees are due prior to the delivery of the information.

___ I request that the record(s) be provided in electronic format if available.

___ I believe this request is made in the public interest and is not made for commercial purposes, and that the public body may reduce or waive costs when it determines that the request is in the interest of the public. (*Please describe below how the information will be used*)

Please note that the Sunshine Law requires that each request for access to a public record be acted on no later than the end of the third business day following the date the request is received by the custodian. If access is denied, the custodian must explain in writing and include why access is denied, including the statute that authorizes the denial. The time frame for actually receiving the records may be extended if there is a reasonable cause for delay; however, if a delay occurs, you will be notified of the reason, as well as the time the record(s) will be available.

Signature

Date

Submit Completed Forms To: OFFICE OF THE CITY CLERK
2348 S. Brentwood Blvd.
Brentwood, MO 63144

(FOR USE BY CITY EMPLOYEES)

Employee filling request: _____

Date request was completed: _____ Total Cost \$ _____