



**CITY OF HERCULANEUM REQUEST FOR PUBLIC RECORDS
MISSOURI SUNSHINE LAW – CHAPTER 610 RSMo**

Date: _____

REQUESTOR INFORMATION

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

DESCRIPTION OF RECORDS REQUESTED Please be as specific as possible. Include names, addresses, dates, departments, types of records, and any other information that may assist staff in locating the requested records.

FORMAT REQUESTED

Electronic Copies (Email)

Paper Copies

FEES AND PROCESSING

Pursuant to Section 610.026 RSMo, fees may be charged for copying, research, and staff time required to locate and prepare records.

- Copies: \$0.10 per page
- Electronic Records: Actual cost of media, if applicable
- Research/Labor: Charged at the hourly rate of the lowest paid employee capable of fulfilling the request
- Outside Professional Services: Actual cost incurred by the City

If the estimated cost exceeds \$20.00, a deposit may be required prior to processing.

The City of Herculaneum will respond to requests as soon as practicable and no later than three (3) business days following receipt of the request, as required by Missouri Sunshine Law.

COST AUTHORIZATION

Please notify me before processing this request if the estimated cost will exceed:

\$ _____

REQUESTOR CERTIFICATION I understand that fees may apply to this request and authorize the City to proceed up to the amount indicated above.

Signature: _____

Date: _____

CITY OF HERCULANEUM – OFFICE USE ONLY

Date Received: _____

Received By: _____

Request Number: _____

Estimated Cost: \$ _____

Deposit Received: \$ _____

Date Acknowledged: _____

Date Completed: _____

Records Provided By: _____

Actual Cost: \$ _____

Notes: _____

City of Herculaneum 1 Parkwood Court • Herculaneum, MO 63048 Phone: (636)-475-4447