



# City of Calverton Park

52 Young Dr.  
Calverton Park MO 63135  
Phone (314) 524-1212

## MISSOURI SUNSHINE LAW RECORD REQUEST (FOIA)

TO: Custodian of Records: City Clerk  
52 Young Drive  
Calverton Park, MO 63135

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

This is a request for records under the Missouri Sunshine Law, Chapter 610, Revised Statutes of Missouri. I request that you make available to me the following records:

**PAPER COPIES – PREPAYMENT REQUIRED:** I request that the records requested be copied and sent to me at the address (you will be notified of the total cost of payment).

Pursuant to Section 610.016 RSMo., **fees for copying public records, except those records restricted under Section 31.091 RSMo. Shall not exceed \$ 0.10 C per page for a paper copy not larger than 9 x 14 inches**, with the hourly fee for duplicating time not to exceed the average hourly rate of pay for clerical staff of Calverton Park. Research time required for fulfilling record requests will be charged at the actual cost of research time.

**Maximum Payment:** If search and copying fees will exceed \$\_\_\_\_\_, please notify me before proceeding with the copying process. (Insert the amount you are willing to pay without more information about the documents)

**VIEW DOCUMENTS** – I want to view the documents instead of receiving paper copies.

**PUBLIC INTEREST** - I believe this request serves the public interest and is not for personal or commercial interest: therefore, I request that all fees for locating and copying records be waived. State how this information will be used and why that use is in the public interest:

\_\_\_\_\_  
\_\_\_\_\_

**CLOSED PORTIONS OF RECORDS:** If portions of the requested records are closed, please segregate the closed portions, and provide me with the rest of the records.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

OFFICE USE ONL:

**REQUEST FULFILLED BY:**

**NAME:** \_\_\_\_\_

**DEPARTMENT:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**COST:** \_\_\_\_\_