

*Attachment A*

*City of Ladue, Missouri*

**Request for Access to Public Records Form**  
*(please type or print)*

**This Form is provided pursuant to the City of Ladue'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 R.S.Mo. Thank you for your cooperation and your interest.**

Name of Person Making Request:

Date of Request:

\_\_\_\_\_

\_\_\_\_\_

Contact Information of Person Making Request:

Address:

Telephone/Email:

\_\_\_\_\_

Home: ( ) \_\_\_\_\_ - \_\_\_\_\_

\_\_\_\_\_

Work: ( ) \_\_\_\_\_ - \_\_\_\_\_

\_\_\_\_\_

Mobile: ( ) \_\_\_\_\_ - \_\_\_\_\_

\_\_\_\_\_

Email: \_\_\_\_\_ @ \_\_\_\_\_

Public Record(s) Requested (attach additional sheet(s) if necessary):

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

Check all that apply:

- Please let me know in advance of any search or copying if the fees will exceed \$\_\_\_\_\_.  
[Insert amount you are willing to pay without additional information about the documents]
- If portions of the requested records are closed, please segregate the closed portions and provide me with the rest of the records.
- I request to view the records but do not want copies.
- I request that the records responsive to my request be copied and sent to me at the following address: \_\_\_\_\_.  
[Payment of fees is required before mailing of responsive records]

Signature of Person Making Request

\_\_\_\_\_

FOR CITY STAFF USE ONLY

To Be Completed by Custodian of Records or Designee

Request No. \_\_\_\_\_

Date Request Received \_\_\_\_\_

Search, Research, and Duplication Staff Costs

<u>Staff</u>	<u>Rate</u> (per hour)	<u>Time Expended</u> (1/10 of Hr.)	<u>Totals</u>
Custodian/City Clerk	\$ _____	x _____ hrs.	= \$ _____
Programming Staff (Records in electronic format)	\$ _____	x _____ hrs.	= \$ _____
Specialized Duplication or Programming Staff (actual compensation) (Map, plats, blueprints, photos, etc. or programming beyond usual and customary level)			\$ _____
TOTAL STAFF COSTS			\$ _____ (a)
No. of pages duplicated <sup>1</sup>	_____	x \$0.____/page =	\$ _____
Cost of specialized duplication/programming media =			\$ _____
TOTAL DUPLICATION COSTS			\$ _____ (b)
TOTAL ACTUAL COST FOR DOCUMENT SEARCH AND DUPLICATION (a + b)			\$ _____

<sup>1</sup> If the request for access to public records is from a Ladue resident, the first ten (10) pages shall be duplicated at no charge to the resident per Section 9.C of the City's Open Meetings and Records Policy.