

*Attachment A*

*City of Ladue, Missouri*

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

**This application is also available in alternative format (e.g. large print Braille) by request.**

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

\_\_\_\_\_

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**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.	= \$ _____
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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) \$ \_\_\_\_\_

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<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.