



# City of Byrnes Mill

141 Osage Executive Circle, Byrnes Mill, MO 63051

Phone: 636-677-7727 Fax: 636-677-5533

Debbie LaVenture, Custodian of Records

## Sunshine Law Request Form to obtain records from City of Byrnes Mill

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: *(Describe the records as specifically as possible. Where you are asking for records that cover only a particular period, such as last year or a specific month, identify that time period)*

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I know the subject matter of the records, but do not have additional information, I request that you make available to me all records that relate to: *(Be as specific as possible; include dates if you can)*

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If you want and are willing to pay for copies of the records, rather than just being able to see them: I request that the records responsive to my request be copied and sent to me at the following address:

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If you believe your request serves the public interest, and is not just for personal or commercial interest, you may ask that the fees be waived: I request that all fees for locating and copying the records be waived. The information I obtain through this request will be used to: *(Tell how and why that use is in the public interest.)*

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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.

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

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

Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

### For Internal Use Only

Received by \_\_\_\_\_ Date Recieved \_\_\_\_\_

Request # \_\_\_\_\_ Date of Completed Response \_\_\_\_\_

## **CITY OF BYRNES MILL PROFESSIONAL STANDARDS**

### *Sunshine Law Request Policy & Procedures*

#### **Who may request records under The Missouri Sunshine Law, Chapter 610, Revised Statutes of Missouri?**

*Any citizen may make a request for records.*

#### **In what form should a request be made?**

*All Sunshine Law record requests should fill out a "Sunshine Law Record Request Form" and return it to the Custodian of Records to the City of Byrnes Mill, Missouri.*

#### **How should requests be submitted?**

*Requests may be hand delivered or mailed to City hall. In either case, please enclose the request in an envelope and address it to the following:*

City of Byrnes Mill  
Custodian of Records  
141 Osage Executive Circle  
Byrnes Mill, Missouri 63051

#### **What are the charges for a request?**

*Research and duplication fees are allowed under State Law as follows:*

##### Duplications Fees:

- Clerical fee of \$14.70 per hour plus(\*)
- .10 Cents per page on larger than 9" x 14"
- Copiers larger than 9" x 14" shall include the cost of copies and staff time, which shall not exceed the average hourly rate of pay for staff of the City of Byrnes Mill.
- Fees for maps, blue prints or plats that require special expertise to duplicate shall include National rate of compensation for trained personnel required to duplicate such documents. If programming is required beyond the customary and usual level to comply with the request for records or information, fees for compliance may include National costs of such programming.
- Audio tapes: \$5.00 each
- CD's: \$5:00 each

(\*) If research time is required by managerial and clerical staff, fees will include the hourly rate of said staff.

If you believe your request serves the public interest, and is not just for personal or commercial interest, you may ask that the fees be waived by stating how and why that use is in the public interest.

#### **Questions**

*Questions or comments about the request process should be directed to:*

City of Byrnes Mill  
Board of Aldermen  
141 Osage Executive Circle  
Byrnes Mill, Missouri 63051