



# City of Richmond Heights

## Request for Public Information

Date of Request: \_\_\_\_\_

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

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

\_\_\_\_\_

Phone: \_\_\_\_\_

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

**Check box for digital signature**

**Information Requested** (Describe the records as specifically as possible, include dates if you can)

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

All copies are subject to a copying fee of \$.10 per page.

A request may also be subject to a research fee based on administrative time ranging from \$15-\$35/hour. These costs are fair and do not exceed reasonable costs incurred. Certain stock booklets have a fixed fee.

Please let me know in advance of any research and copying if the fees will exceed \$\_\_\_\_\_

*☀ In accordance with Missouri's Sunshine Law, Ch. 610.023, "each request for access to a public record shall be acted upon as soon as possible, but in no event later than the end of the third business day following the date the request is received by the custodian of records of a public governmental body."*

**Form to be completed and returned to the City Clerk at City Hall,  
1330 S. Big Bend Blvd, Richmond Heights, MO 63117**

**You may also complete and email to PVILLMER@RICHMONDHEIGHTS.ORG**

-----  
(FOR USE BY CITY EMPLOYEES)

Employee filling request: \_\_\_\_\_

Date request was completed: \_\_\_\_\_ Total Cost \$\_\_\_\_\_

**Updated December 2015**