

The City of Union – Request for Record(s)  
City Clerk, Custodian of Records  
10 E. Locust St. - Union, MO 63084

**This is a request for records under Missouri Sunshine Law, Chapter 610, Revised Statutes of Missouri.**

I request that you make available to me the following records:

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[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]

**If you know the subject matter of the records, but do not have additional information, use this alternative:**

I request that you make available to me all records that relate to:

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[Be as specific as possible; include dates if you can]

**If you want copies of the records and are willing to pay for them, rather than just being able to view them:**

I request that the records responsive to my request be copied and sent to me at the following address: \_\_\_\_\_.

**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 you will use the information and why the use is in the public interest.]

**Please let me know in advance of any search or copying if the fees will exceed \$\_\_\_\_\_.**

[Insert amount you are willing to us 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.

Date: \_\_\_\_\_

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

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

Section 120.090\_Custodian Designated — Response to Request for Access to Records.

A. The City Clerk shall be the custodian of records and will be responsible for maintenance and control of all records. The custodian may designate deputy custodians in operating departments of the City and such other departments or offices as the custodian may determine. Deputy custodians shall conduct matters relating to public records and meetings in accord with the policies enumerated herein.

B. Each public governmental body shall make available for inspection and copying by the public of that body's public records. No person shall remove original public records from the office of a public governmental body or its custodian without written permission of the designated custodian. No public governmental body shall, after August 28, 1998, grant to any person or entity, whether by contract, license or otherwise, the exclusive right to access and disseminate any public record unless the granting of such right is necessary to facilitate coordination with, or uniformity among, industry regulators having similar authority.

C. 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 (3rd) business day following the date the request is received by the custodian of records of a public governmental body. If records are requested in a certain format, the public body shall provide the records in the requested format, if such format is available. If access to the public record is not granted immediately, the custodian shall give a detailed explanation of the cause for further delay and the place and earliest time and date that the record will be available for inspection. This period for document production may exceed three (3) days for reasonable cause.

D. If a request for access is denied, the custodian shall provide, upon request, a written statement of the grounds for such denial. Such statement shall cite the specific provision of law under which access is denied and shall be furnished to the requester no later than the end of the third (3rd) business day following the date that the request for the statement is received.

Section 120.100 Fees for Copying Public Records — Limitations.

A. Except as otherwise provided by law, each public governmental body shall provide access to and, upon request, furnish copies of public records subject to the following:

1. Fees for copying public records, except those records restricted under Section 32.091, RSMo., shall not exceed ten cents (\$.10) per page for a paper copy not larger than nine (9) by fourteen (14) inches, twenty dollars (\$20.00) per hour for duplicating time (not to exceed the average hourly rate for clerical staff). Research time required for fulfilling records requests may be charged at the actual cost of research time. Based on the scope of the request, the public governmental body shall produce the copies using employees of the body that result in the lowest amount of charges for search, research, and duplication time. Prior to producing copies of the requested records, the person requesting the records may request the public governmental body to provide an estimate of the cost to the person requesting the records. Documents may be furnished without charge or at a reduced charge when the public governmental body determines that waiver or reduction of the fee is in the public interest because it is likely to contribute significantly to public understanding of the operations or activities of the public governmental body and is not primarily in the commercial interest of the requester.

2. Fees for providing access to public records maintained on computer facilities, recording tapes or disks, videotapes or films, pictures, maps, slides, graphics, illustrations or similar audio or visual items or devices, and for paper copies larger than nine (9) by fourteen (14) inches shall include only the cost of copies, staff time, which shall not exceed the average hourly rate of pay for staff of the public governmental body required for making copies and programming, if necessary, and the cost of the disk, tape or other medium used for the duplication. Fees for maps, blueprints or plats that require special expertise to duplicate may include the actual rate of compensation for the trained personnel required to duplicate such maps, blueprints or plats. If programming is required beyond the customary and usual level to comply with a request for records or information, the fees for compliance may include the actual cost of such programming.

B. Payment of such copying fees may be requested prior to the making of copies.

Note: City Ordinance in effect shall take preference over this brochure on all matters  
This brochure last edited: June 2020

# REQUEST FOR RECORDS



## City of Union, Missouri

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Union, MO 63084  
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