



**PUBLIC RECORDS REQUEST FORM**  
**CITY of CAPE GIRARDEAU**

OFFICE OF THE CITY CLERK, 401 INDEPENDENCE – CAPE GIRARDEAU, MO 63703, 573-339-6320

This is a request for public records under the Missouri Sunshine Law, Chapter 610, Revised Statutes of Missouri. The Missouri Sunshine Law requires that each request to access public records be acted on no later than the end of the third business day following the date the request was received.

All requests must be submitted to the City of Cape Girardeau Custodian of Records, Gayle Conrad, CMC, MRCC, City Clerk. Please note the charges listed below.

<b>REQUESTING PARTY Name</b>		Organization Name (if applicable)	
Street Address		City, State, Zip	
Email	Phone	Fax	

**PUBLIC RECORDS REQUEST:** Describe the records as specifically as possible. Please identify the time period if applicable. Should your request include any closed records, the City will omit the closed portions and provide what remains of the rest of the records.

<b>IF COST ESTIMATE REQUIRED:</b> If you want a cost estimate before the City fulfills your request, check here: [ ]
If you approve of fees up to a certain amount, indicate that maximum here: \$

**SIGN HERE** I have read and fully understand the Terms of Access and Duplication below and state that all information provided to the City is correct. I understand the research fee amounts and agree to proceed with this research request. I further understand that depending on the amount of research and copies requested, I may be required to pay a deposit for research to begin on said request.

\_\_\_\_\_  
Signature of Requesting Party

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

**TERMS OF ACCESS AND DUPLICATION OF PUBLIC RECORDS:**

- Copying: Fees for copying public records shall be ten cents (\$.10) per page for a paper copy not larger than 9"x14", with the hourly fee for duplicating time not to exceed the average hourly rate of pay for City Hall clerical staff.
- Copying (greater than 9"x14"): Fees for paper copies larger than 9"x14" shall include (1) the cost of copies, (2) staff time (charged at the average hourly rate of pay for clerical staff) required for making copies and programming, if necessary, and (3) the cost of the disk, tape, or other medium used for the duplication.
- Research for Public Records: Research time required for fulfilling records requests may be charged at the actual cost of research time.
- Electronic Document Fees: 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, shall include (1) the cost of copies, (2) staff time, which shall not exceed the average hourly rate of pay for staff required for making copies and programming, if necessary, and (3) the cost of the disk, tape, or other medium used for the duplication.
- Duplication Requiring Special Expertise: 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 costs of such programming.
- Payment: Payment of copying/research fees may be requested prior to researching and/or making of copies.

<b>INTERNAL USE ONLY</b> Paid Amount: \$ _____ Paid Date: _____ Check No.: # _____	Date Responded: _____ Date Completed: _____ Method (circle): MAIL   FAX   DELIVERY   PICKED-UP Receiving Signature: _____
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**FOR CITY STAFF USE ONLY: (To be completed by Custodian of Records or Designee)**

Request No.:			Date Received:			
<b>Research Costs:</b>			<b>Duplication Costs:</b>			
<i>Staff</i>	<i>Hrly. Rate/Hour</i>	<i>Time</i>	<i>Cost</i>	<i>Avg. Hrly. Rate of Staff</i>	<i>Time</i>	<i>Cost</i>
Custodian	\$24.63		\$	\$		\$
Clerical Staff	\$18.59		\$	No. of copies _____ x \$.10/copy		\$
			\$	No. of copies (over 9"x14") _____ x _____/copy		\$
<b>(a) Total Research Costs:</b>				<b>(b) Total Duplication Costs:</b>		\$
<b>Other Costs: (Explain)</b>						
						\$
						\$
						\$
<b>(c) Total Other Costs:</b>						\$
<b>(d) Postage (if mailed)</b>						\$
<b>Total Actual Cost for Document Research and Duplication (a through d)</b>						