



Bel-Ridge Sunshine Law Public Record Request Form



The Village of Bel-Ridge is committed to openness in government and to that end makes its public records available for public inspection and copying to the fullest extent possible, subject to certain exceptions as set out in Missouri's Sunshine Law, RSMo. Chapter 610*. To better serve you, and to facilitate access to public records, you are asked (but not required) to complete this form. The Village will act upon your request and make requested public records available to you for your inspection at City Hall at no cost as soon as possible, but in no event later than the end of the third business day following the date of the request is received by the Village Clerk; provided however, your request may be subject to delays for reasonable cause or may be denied, in whole or part, under the Sunshine Law closed records. No records may be removed from the office of the Village Clerk.

Request Date: _____	Request Time: _____
Requestor Name: _____	Telephone: _____
Address _____	Facsimile: _____
_____	Email: _____

Public Records Requested:

Request for Copies of Public Records

You may alternatively request the Village to prepare paper/digital copies of the requested records, at your cost for pick up at City Hall; or delivery to your via: mail, email or facsimile.

For Village Staff Use Only

To be completed by Custodian of Records or Designee.

Request # _____ Date Request Received: _____

<u>Staff</u>	<u>Rate/Hr</u>	<u>Time Expended</u>	<u>Staff Cost</u>
_____	\$ _____	_____	\$ _____
_____	\$ _____	_____	\$ _____

No of Pages Duplicated(_____)x \$0.10/page \$ _____

Total Actual Cost for Document Search and Duplication \$ _____

Custodian Approval: _____

Date: _____