Request for Access to Public Records Form

(please print or type)

This form is provided pursuant to the City of Vinita Park’s Open Meetings and Records Policy. A copy of the Policy can be obtained upon request. Completion of the Form will expedite the City’s response to your request for access to public records under 610.023 RSMo. Thank you for your cooperation and your interest.

Date of Request: __________________________________________

Name of Person Making Request: __________________________________________

Address/Telephone Number of Person Making Request:

Address: __________________________________________

Telephone: __________________________________________

Public Record(s) Requested:

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

Signature of Person making Request: ________________________________________

________________________________________________________________________

FOR CITY STAFF USE ONLY

To be completed by Custodian of Records or Designee

Request No. ______________ Date Request Received: ______________

<table>
<thead>
<tr>
<th>Time Expended</th>
<th>Search/Duplication</th>
</tr>
</thead>
<tbody>
<tr>
<td>Staff</td>
<td>Rate/Hr.</td>
</tr>
<tr>
<td></td>
<td>(1/10 of Hour)</td>
</tr>
<tr>
<td></td>
<td>Staff Costs</td>
</tr>
</tbody>
</table>

________________________________________________________________________

________________________________________________________________________

# of pages duplicated ____________ X $ .10/page = ____________

Total Actual Cost for Document Search and Duplication = __________________________

Custodian Approval ______________ Date: __________________________