



City of Dellwood
 1415 Chambers Rd.
 Dellwood, MO 63135
Phone: (314) 521-4339 **Fax:** (314) 521-4699

SUNSHINE REQUEST FORM

Request Date: Request Time:

Requestor's Name: Phone:

Address:

Email:

Public Records Request

(Attach additional pages if necessary)

Requested method of delivery: Email USPS Mail

For City Use Only

Date Received: _____ Received by: _____

Costs Estimate	<u>Quantity/Hours/Other</u>	<u>Cost Rate</u>	<u>Subtotal</u>
Certification(s) of Records - \$5.00 per certification:	_____	_____	_____
Staff Time/Research, Copying: TBD	_____	_____	_____
Copy costs – 9x14 or smaller - \$0.10 per page	_____	_____	_____
Postage/Courier/Long Distance Fax Costs: TBD	_____	_____	_____
Duplication Costs – Other, non-standard: TBD	_____	_____	_____
Other Costs: TBD	_____	_____	_____

Total Costs _____

“Public record” is defined as:...any record, whether written or electronically stored, retained by or of any public governmental body including any report, survey, memorandum, or other document or study prepared for the public governmental body by a consultant or other professional service paid for a whole or in part by public funds, including records created or maintained by private contractors under an agreement with a public governmental body or on behalf of a public governmental body. The term “pub record” shall not include any internal deliberative decision making process of said body, unless such records are retained by the public governmental body presented at a public meeting. Any document or study prepared for a public governmental body by a consultant or other professional service as described in this subdivision shall be retained by a public governmental body in the same manner as any other public record...” RSMo 610.010(6)