



**CITY OF CLAYTON  
ATTN: CITY CLERK  
10 N. BEMISTON AVENUE  
CLAYTON, MO 63105**

**REQUEST FOR PUBLIC RECORDS**

*Access to public records shall be provided within three business days following request – except if additional time is needed. If a request for access is denied, the City Clerk shall provide, upon request, a written statement of the grounds for such denial.*

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

Person Requesting: \_\_\_\_\_

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

Telephone: \_\_\_\_\_ / \_\_\_\_\_

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Signature of Person Requesting: \_\_\_\_\_

X \_\_\_\_\_

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