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: (_)(____)_____________ / (_)(____)_____________

DOCUMENT REQUESTED:

<table>
<thead>
<tr>
<th>DOCUMENT REQUESTED:</th>
<th>Length of Document</th>
<th>Number of Copies</th>
<th>Certified (Yes/No)</th>
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CHARGES:

Cost of Copies
Refer to Schedule Below

Research Time

Certification @ $5/each

TOTAL DUE: $________

Signature of Person Requesting:

X___________________________________________

FOR OFFICE USE ONLY

Amount Paid: __________
Cash /Check # __________ /Charge

Receipt Issued Yes/No

Date Mailed ______________

Date Picked Up ______________

Email: jfrazier@claytonmo.gov; Fax: 314-863-2095

In-House Copies
8 ½ X11 to 8 ½ X14 = $.10 pp
11X17 = $2.00 pp
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