

**CITY OF PARK HILLS, MISSOURI**  
**Request for Records / Missouri Sunshine Law**  
**Chapter 610, Revised Statutes of Missouri**

Access to public records shall be provided within three business days following a request. If additional time is needed, you will be contacted with an explanation and estimated time of completion. You have the right to make a verbal request for records under the Sunshine Law. However, for maximum clarity, the City of Park Hills recommends that you make a written request using this form. Submit request to Office of City Clerk, 9 Bennett Street, Park Hills, MO 63601 or trichardson@parkhillsmo.net.

I request that you make available to me the following records (Describe the records as specifically as possible):  
 Document(s): \_\_\_\_\_

\_\_\_\_\_

Date of each Document (or time period covered): \_\_\_\_\_

**CHECK ONLY APPROPRIATE BOXES:**

\_\_\_\_\_ \*I want to review the records at City Hall (I do not want copies of the records). Please contact me when Records are ready by (circle one) phone, text message, email, or mail (as listed below)

\_\_\_\_\_ \*I wish to have copies of my request provided in the following manner:  
 I will pick up copies at City Hall \_\_\_\_\_

\*I request copies be (circle one) mailed, emailed, or faxed (listed below) \_\_\_\_\_  
 (if mailed, I understand postage / priority postage may be added to fees)

\_\_\_\_\_ I request the copies be “certified” at a cost of five dollars (\$5.00) per document.

I request notification in advance if research and/or duplicating fees will exceed \$ \_\_\_\_\_

\_\_\_\_\_  
 Name (please print)

\_\_\_\_\_  
 Phone Number

\_\_\_\_\_  
 Address

\_\_\_\_\_  
 Email address (optional)

\_\_\_\_\_  
 Date / Time

FOR OFFICE USE ONLY			
DATE/TIME RECEIVED:	DATE/TIME COMPLETED:	COLLECTED IN ADVANCE: Y or N AMT \$ _____	
STAFF MEMBERS:	RATE: (HRLY+FRINGE)		
COPIES PROVIDED: YES OR NO	TOTAL# OF COPIES:	CERTIFICATIONS:	HOURS OF RESEARCH/DUPLICATING:
REQUEST DENIED: YES OR NO	REASON:	TOTAL AMOUNT PAID \$	
Explanation for cause for delay, if applicable:			

*\*The City reserves the right to collect in advance for research and copying of documents.*

**COSTS FOR RESEARCH AND COPYING:** Certification - \$5.00 per document (If requested)  
 Cost of Copies - \$.10 per page (up to 9x14) – (extra cost for plat or other size paper may be imposed)  
 Duplicating and/or Research Time – Actual Cost: (approximately) \$20.80 / hr.