

SECTION 120.110:CUSTODIAN DESIGNATED--RESPONSE TO REQUEST FOR ACCESS TO RECORDS

- A. The City Clerk shall be the custodian of records and will be responsible for maintenance and control of all records. The custodian may designate deputy custodians in operating departments of the City and such other departments or offices as the custodian may determine. Deputy custodians shall conduct matters relating to public records and meetings in accord with the policies enumerated herein.
- B. The custodian shall provide public access to all public records as soon as possible but no later than the end of the third (3rd) business day following the date the request is received by the custodian. If additional delay is necessary, the custodian shall give an explanation for the delay and the place and the earliest time and date the record will be available for inspection.
- C. If a request for access is denied, the custodian shall provide, upon request, a written statement of the grounds for such denial. Such statement shall cite the specific provision of law under which access is denied and shall be furnished to the requester no later than the end of the third (3rd) business day following the date that the request for the statement is received.

SECTION 120.120:PROCEDURES FOR RESOLVING QUESTIONS OF PUBLIC ACCESSIBILITY

A public governmental body or record custodian in doubt about the legality of closing a particular meeting, record or vote may, subject to approval by the Board of Aldermen, bring suit at the expense of the public governmental body, in the Circuit Court for the County of Franklin to ascertain the propriety of such action. In addition, subject to approval by the Board of Aldermen, the public governmental body or custodian may seek a formal opinion of the Attorney General or an attorney for the City regarding the propriety of such action. In such events, the proposed closed meeting or public access to the record or vote shall be deferred for a reasonable time pending the outcome of the actions so taken.

SECTION 120.130:FEES

The custodian shall charge twenty-five cents (\$0.25) per page for duplication costs and twenty-two dollars fifty cents (\$22.50) per hour for document search; provided however, that the fee for copies of bond receipts and other bond documents of the Union Municipal Court and/or Union Police Department shall be two dollars (\$2.00) for the first (1st) page and twenty-five cents (\$0.25) for each additional page per request and no hourly charge for document search shall be levied for such documents. Said fees for copying public records shall not exceed the actual cost of document search and duplication. Upon request, the public governmental body shall certify in writing that the actual cost of document search and duplication is fair, reasonable and does not exceed the actual cost incurred by the public governmental body. The custodian may require payment prior to duplicating any documents.

Note: City Ordinance in effect shall take preference over this brochure on all matters.
This brochure last edited: March 31, 2004

REQUEST FOR RECORDS



City of
Union, Missouri

500 E. Locust St.
Union, MO 63084
phone: 636-583-3600
fax: 636-583-4091
email: cityclerk@ci.union.mo.us

The City of Union – Request for Record(s)
City Clerk, Custodian of Records
500 E. Locust St. - Union, MO 63084

This is a request for records under Missouri Sunshine Law, Chapter 610, Revised Statutes of Missouri.

I request that you make available to me the following records:

[Describe the records as specifically as possible. Where you are asking for records that cover only a particular period, such as last year or a specific month, identify that time period]

If you know the subject matter of the records, but do not have additional information, use this alternative:

I request that you make available to me all records that relate to:

[Be as specific as possible; include dates if you can]

If you want copies of the records and are willing to pay for them, rather than just being able to view them:

I request that the records responsive to my request be copied and sent to me at the following address: _____.

If you believe your request serves the public interest, and is not just for personal or commercial interest, you may ask that the fees be waived:

I request that all fees for locating and copying the records be waived. The information I obtain through this request will be used

to: _____

[Tell how you will use the information and why the at use is in the public interest.]

Please let me know in advance of any search or copying if the fees will exceed \$_____.

[Insert amount you are willing to us pay without additional information about the documents.]

If portions of the requested records are closed, please segregate the closed portions and provide me with the rest of the records.

Date: _____

Name: _____

Address: _____