

# City of Pleasant Hill

Office of the City Clerk

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## Request for Public Records

Access to public records shall be provided within three business days following a request – except if additional time is needed. (Section 610.023.2 of the Missouri Sunshine Law).

DATE OF REQUEST: \_\_\_\_\_

PERSON MAKING REQUEST: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

DOCUMENT / INFORMATION  
REQUESTED:

Length of  
Document

Number of  
Copies

Certified Yes/No

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

## CHARGES:

Certification \$ \_\_\_\_\_ Amount Paid: \$ \_\_\_\_\_

Research Time \$ \_\_\_\_\_

\*actual cost of employee required for research including fringe benefits

Receipt Issued: \_\_\_\_\_ yes \_\_\_\_\_ no

Copy Time (at \$9.00/hour) \_\_\_\_\_

Cost of Copies (at 10 cents/page) \$ \_\_\_\_\_ Date Mailed: \_\_\_\_\_

Total Due: \$ \_\_\_\_\_

*\*Any public records request is subject to a deposit that will be applied to the total cost.*

*Requestee will be notified ahead of time to any charges prior to the start of any research.*

*\*Please note if you are going to pick up the information requested or if you would like the items mailed to you. Postage costs must be paid for before the information will be mailed.*

\_\_\_\_\_  
Nici Wilson, City Clerk