

City of Pleasant Hill

Office of the City Clerk

203 Paul Street, Pleasant Hill, MO 64080

Phone: 816-540-3135 Fax: 816-987-5141

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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: _____

EMAIL ADDRESS: _____

DOCUMENT / INFORMATION REQUESTED:

	Length of Document	Number of Copies	Certified Yes/No
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

CHARGES:

Certification	\$ _____	Amount Paid:	\$ _____
Research Time	\$ _____	Receipt Issued:	____ yes ____ no
<small>*actual cost of employee required for research including fringe benefits</small>	_____	Date Mailed:	_____
Copy Time (at \$9.00/hour)	_____		
Cost of Copies (at 10 cents/page)	\$ _____		
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.

 Jodie Wasson, City Clerk