



415 Elm Grove Lane
Hazelwood, MO 63042

REQUEST FOR PUBLIC RECORDS

Access to a public record shall be acted upon no later than the end of the third business day following the date the request is received. If access is not granted immediately, the earliest time and date that the record will be available for inspection will be provided. (Hazelwood City Code Section 120.060)

To: Colleen Wolf, City Clerk

Request Date: _____

Requestor: _____

Email Address: _____

Company: _____

Phone Number: _____

Address: _____

Fax Number: _____

	Record Requested	# of Pgs. (leave blank if unknown)	# of Copies	Certified	
1.				yes	no
2.				yes	no
3.				yes	no
4.				yes	no
5.				yes	no
6.				yes	no

Note:

FOR OFFICE USE ONLY:

Received By: _____ Date: _____

Charges:

Rates are in accordance with RSMo Sec. 610.026 and Hazelwood City Code Sec. 120.060.

Research

\$_____/minute x _____ minutes

\$_____/minute x _____ minutes

\$_____/minute x _____ minutes \$ _____

Copying @ \$._____/minute \$ _____

Copies @ \$.10/page \$ _____

Certification @ \$5/each \$ _____

Audio Tapes @ \$1/each \$ _____

Subtotal: \$ _____

Postage \$ _____

Total: \$ _____

Paid: \$ _____ By: Cash Check # _____ Date Mailed/Picked-Up: _____