

City of Wright City
Abbie Ogborn, Custodian of Records
PO BOX 436
Wright City, MO 63390

Access to Public Records Request Form

This Form is provided pursuant to the City of Wright City' Open Meetings and Records Policy. The Policy is contained in Chapter 150 of the Municipal Code which can be accessed through the City's website at www.wrightcity.org and the City's other supplemental written policies on the back of this form and on file with the City Clerk. Full completion of the form will expedite the City's response to your request for access to public records under Chapter 150 and §610.100 RSMo., et. seq. Any requests received that are not filled out completely and legibly may be rejected or delayed!

Please type or print legibly

Full Legal Name of Person/Entity Making Request: _____

Address of Person/Entity Making Request: _____

Telephone No.: _____ **email address: (if desired)** _____

I request that you make the following records available to me to view (do not copy):

I am requesting a copy of the following records:

If you are requesting copies of records rather than just being able to view them and are willing to pay for research time and the copies, please initial the box to the right:

I understand that there will be a charge for fulfilling the request and I ask that the records responsive to my request be copied and available for pick up at City Hall:

PLEASE NOTE that for all requests for research and/or copies that the City estimates will take significant time or expense to compile and copy, the City will require payment of the estimated cost prior to making copies. Should the actual costs be lower than the amount pre-paid, the City will refund any difference.

If you would like the City to inform you in advance of any search, research or copying fees exceeding a certain amount, please fill in the maximum amount \$ _____ (Insert amount you are willing to pay without additional information about the cost). *You may be requested to make payment of research/copying costs prior to the making of copies.*

Format of Records. The City will provide records in the format requested if such format is available.

If portions of the requested records are closed records pursuant to City Sunshine Policy and the Missouri Sunshine Law (Chapter 610 RSMo.), the City will segregate the closed portions and provide the remainder of the records.

I have fully read and acknowledge the above terms as well as the Terms of Access and Duplication on the reverse-side and state that that all information provided to the City is correct.

Signature of Person Making Request

Return Completed Form to:
Custodian of Records
City of Wright City
636 Westwoods Road
Wright City, MO 63390

City of Wright City, Missouri
Policy and Terms for Access to and Duplication of Public Records
Pursuant to Chapter 610 of the Revised Statutes of Missouri

Except as otherwise provided by law, the City's Boards, Commissions, and Police Department shall provide access to and, upon request, furnish copies of public records subject to the following:

- (1) **Copy Fees:** Fees for copying public records shall be set at ten cents (\$0.10) per page for a paper copy not larger than nine by fourteen (9 x 14) inches *plus* a fee for duplicating time equal to the average hourly rate of compensation inclusive of benefits for clerical staff of the City. Each request shall also be subject to the following:
- **Research Time:** Any research time required for fulfilling records requests may be charged at the actual cost of research time. Based on the scope of the request, the City shall produce the copies using employees that result in the lowest amount of charges for search, research, and duplication time.
 - **Estimated Costs:** Prior to producing copies of the requested records, the City shall endeavor to provide the person requesting the records with an estimate of the cost.
 - **Waiver of Costs:** Documents may be furnished without charge or at a reduced charge when the Board of Aldermen determines that waiver or reduction of the fee is in the public interest because it is likely to contribute significantly to public understanding of the operations or activities of the City and is not primarily in the commercial interest of the requester.
- (2) **Electronic and other Files.** Fees for providing access to public records maintained on workstation or server facilities, recording tapes or disks, audio/video servers (whether on-site or cloud storage), pictures, maps, slides, graphics, illustrations or similar audio or visual items or devices, and for paper copies larger than nine by fourteen (9 x 14) inches shall include only the cost of copies, staff time, which shall not exceed the average hourly rate of compensation inclusive of benefits for City staff required for making copies and programming, if necessary, and the cost of the disk, drive, tape, or other medium used for the duplication.
- Fees for maps, blueprints, or plats that require special expertise to duplicate may include the actual rate of compensation inclusive of benefits for the trained personnel required or actual costs paid by the City to a third party to duplicate such maps, blueprints, or plats.
 - If programming is required beyond the customary and usual level to comply with a request for records or information, the fees for compliance may include the actual costs of such programming.
- (3) **Prepayment Authorized.** The Custodian of Records of the City may request payment of such copying fees prior to the making of copies.
- (4) **Redaction of Closed Portions.** If a public record contains material which is not exempt from disclosure as well as material which is exempt from disclosure, the City will separate the exempt and nonexempt material and make the nonexempt material available for examination and copying.
- (5) **Open Records Made Available; No exclusive Right to Access.** The City shall make available for inspection and copying by the public the City's public records. No person shall remove original public records from the office of the City or its custodian without written permission of the designated custodian. The City cannot grant to any person or entity, whether by contract, license or otherwise, the exclusive right to access and disseminate any public record unless the granting of such right is necessary to facilitate coordination with, or uniformity among, industry regulators having similar authority.
- (6) **Action on Request.** Each request for access to a public record shall be acted upon as soon as possible, but in no event later than the end of the third business day following the date the request is received by the custodian of records of a City governmental body. If access to the public record is not granted immediately, the custodian will give a detailed explanation of the cause for delay and the place and earliest time and date that the record(s) will be available. If a request for access is denied, the person making the records request may ask the custodian for a written statement setting forth the grounds for such denial including the specific provision of law upon which the denial was based which statement shall be furnished to the requester no later than the end of the third business day following the date such request for the statement was received.