



CITY OF BATTLEFIELD
5434 S. TOWER DRIVE
BATTLEFIELD, MO 65619

REQUEST FOR RECORDS

All requests for City records must be submitted in writing. Under the Open Records Act, the City will make every effort to provide the requested information in 72 hours, excluding weekends and holidays. Lengthy requests or requests involving extensive research may take longer.

Name of Requester: _____

Complete Address: _____

Contact Phone Number(s): _____

Information Requested (please number each request):

Signature of Requester: _____

A **minimum** fee of \$2.00* will be charged for each of the following (up to six pages; and .10 per page plus staff time after the first six pages):

- a. Police Report
- b. Board of Aldermen Minutes
- c. Planning and Zoning Minutes
- d. Court Report
- e. Letters or Correspondence
- f. City Ordinance

Anyone requesting a public record shall be required to pay the actual cost of document search and duplication, which shall be based on the cost of copies and staff time required for making such copy or copies. Charges for copies of tapes of recorded meeting shall be based upon the cost of a cassette tape and staff time required for making such a copy or copies. Staff time shall be computed upon the hourly rate of the custodian **and** upon a photocopy charge of .10 (ten cents) per page per copy. Charges for estimated staff time and photocopying charges shall be paid in advance before the custodian shall undertake to search out and copy the requested records.

ATTEST:

_____ **Records Custodian**

*Please note that these amounts are calculated at a rate of approximately twenty cents per minute labor, paper and ink, and an average copy time of ten minutes.