



**CITY OF CLAYTON
ATTN: CITY CLERK
10 N. BEMISTON AVENUE
CLAYTON, MO 63105**

REQUEST FOR PUBLIC RECORDS

Access to public records shall be provided within three business days following request – except if additional time is needed. If a request for access is denied, the City Clerk shall provide, upon request, a written statement of the grounds for such denial.

Date of Request: _____

Person Requesting: _____

Address: _____

Telephone: _____ / (_____) _____

| <u>DOCUMENT REQUESTED:</u> | <u>Length of Document</u> | <u>Number of Copies</u> | <u>Certified (Yes/No)</u> |
|----------------------------|---------------------------|-------------------------|---------------------------|
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |

CHARGES:

Cost of Copies _____
Refer to Schedule Below

Research Time _____

Certification @ \$5/each _____

TOTAL DUE: \$ _____

Signature of Person Requesting: _____

X _____

| |
|-----------------------------------|
| FOR OFFICE USE ONLY |
| Amount Paid: _____ |
| Cash /Check # _____ /Charge _____ |
| Receipt Issued Yes/No |
| Date Mailed _____ |
| Date Picked Up _____ |

In-House Copies

8 ½ X11 to 8 ½ X14 = \$.10 pp 11X17 = \$2.00 pp Larger sizes:
Full Color = \$25.00 pp
Black/White = \$5.00 pp

Email: jfrazier@claytonmo.gov; Fax: 314-863-2095