



REQUEST FOR COPIES OF PUBLIC RECORDS

City of Valley Park 55
Crescent Avenue Valley
Park, MO. 63088
636-225-5171

NSchauf@valleyparkmo.org

Pursuant to RSMo 610.023, a response to a public records request shall be provided within three (3) business days following receipt of a request. A copy of all provided documents is to be given to the City Clerk.

Date Requested: **By:** Mail Phone E-Mail

Name: _____

Company: _____

Address: _____

Phone Number: _____ E-Mail: _____

Document(s) Requested	Number of Copies	Certified Copies
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Certification	_____ @ \$ 5.00/each	\$ _____
B/W Copies	_____ @ \$ 0.10/page	\$ _____
Color Copies	_____ @ \$ 0.50/page	\$ _____
Plans	_____ @ \$ 3.00/copy	\$ _____
Disc	_____ @ \$10.00/each	\$ _____
Research Time	_____	\$ _____
Postage	_____	\$ _____
Total		\$ _____

Amount Paid: _____ **Payment Type:** Cash Check Credit Card Fee Waived By: _____

Mailed E-Mailed Picked Up

If request is denied, date request forwarded to City Administrator for denial: _____

Date written statement by City Administrator explaining denial provided: _____

Nathan Schauf, City Administrator