

Return completed form to:
City of Creve Coeur
300 N New Ballas Road
Creve Coeur, MO 63141
(314) 872-2516
(314) 872 2539 - fax



CITY OF CREVE COEUR PUBLIC RECORDS REQUEST FORM

Date of Request: _____

This is a request for public records under the Missouri Sunshine Law, Chapter 610, Revised Statutes of Missouri. I request that you make available to me the following records:

(Describe the records as specifically as possible – a period of time, particular project, address, etc.)

Cost for copies or records:

Paper Documents: \$.10 cents per page copied (any paper 9 X 14 and smaller)
\$5.00 per copy for drawings, blueprints, plats, surveys, etc
Search Fees: \$19.00 an hour
(RSMo. 610.010, 610.023, 610.024, 610.026)

Please advise in advance of any search or copying if the fees will exceed \$_____
(Insert the amount you are willing to pay without additional information about the documents.)
**** VOLUMINOUS ARCHIVED RECORDS MAY REQUIRE ADDITIONAL RESEARCH TIME AND REQUIRE A DEPOSIT****

_____ Signature
First Name Last Name

Name of Firm or Company if applicable

Mailing Address City State Zip

() _____
Phone Number E-mail Address

Once form is completed, please return to City Clerk, 300 N. New Ballas Road, Creve Coeur, MO 63141 – 314 872 2539 (fax) or email to khenke@crevecoeurmo.gov

For Office Use Only

Date Request Received: _____ Person Accepting Request: _____

Request Received: Mail _____ Telephone _____ Fax _____ Walk-In _____

Fees: Time Charged \$ _____ Cost to Provide Copy \$ _____ Fee Receipt #: _____

Date Record Provided: _____

Place, time, & date record available for inspection: _____

Explanation for cause of delay, if applicable: _____

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

Date written statement by City Clerk explaining denial provided: _____