

City Administrator  
Brad Ratliff

City Clerk  
Janet Burlingame

City Attorney  
Reid F. Holbrook



City Engineer  
Carl Brooks

Business Office  
Trudy Prickett

City Planner  
Cliff McDonald

Municipal Offices - 250 S. Main St., Peculiar, MO 64078  
Phone: 816.779.2221 Facsimile: 816.779.5213

### Request for Records

This is a request for records under the Missouri Sunshine Law, chapter 610, RSMo. Access to public records shall be provided within three (3) business days following a request unless additional time is required to obtain records.

Date of Request: \_\_\_\_\_

Time of Request: \_\_\_\_\_ am/pm

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Fax #: \_\_\_\_\_

| DOCUMENT REQUESTED: | # OF PAGES | # OF COPIES | CERTIFIED (Y/N) |
|---------------------|------------|-------------|-----------------|
| _____               | _____      | _____       | _____           |
| _____               | _____      | _____       | _____           |
| _____               | _____      | _____       | _____           |
| _____               | _____      | _____       | _____           |

Requested By: \_\_\_\_\_  
Signature

Date: \_\_\_\_\_

If you believe your request serves the public interest, and is not just for personal or commercial interest, you may ask that the fees be waived:

I, request that all fees for locating and copying the records be waived. The information I obtain through this request will be used to

(Tell how you will use the information and why that use is in the Public interest.)

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Date request received: \_\_\_\_\_

Time: \_\_\_\_\_ am/pm

#### CHARGES:

Certification (@\$5 each) \_\_\_\_\_

AMOUNT PAID: \_\_\_\_\_

Research time (\$4 per 15 min. period after 1<sup>st</sup> 15 minutes) \_\_\_\_\_

CHECK CASH CREDIT CARD  
(Circle one)

Cost of Copies (\$.10/page) \_\_\_\_\_

PICKUP DATE: \_\_\_\_\_

TOTAL DUE: \$ \_\_\_\_\_

DATE MAILED: \_\_\_\_\_

\_\_\_\_\_  
City Clerk/Custodian of Records

\_\_\_\_\_  
Date