



CITY OF GREENWOOD, MISSOURI

Request for Access to Public Records

This Form is provided pursuant to the City of Greenwood's Open Meetings and Records Policy. A copy of the Policy can be obtained upon request. Completion of the Form will expedite the City's response to your request for access to public records under §610.023 RSMo. All requests for public records shall go through the Office of the City Clerk. Thank you for your cooperation and interest.

Date of Request: _____

Name of Person Making Request: _____

Address of Person Making Request: _____

Phone: _____

How would you like to receive your request: Mail _____ Pick up _____

Public Record(s) Requested:

Signature of Person making request: _____

OFFICE USE ONLY			
To be completed by Custodian of Records or Designee			
Date Request Received: _____			
STAFF	RATE/HR	TIME EXPENDED	TOTAL COST
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
			TOTAL _____
Number of pages duplicated _____			X \$.10/page = _____
Total actual cost for document search and duplication =			_____

DATE RECEIVED BY CITY CLERK _____