

## SUNSHINE LAW PUBLIC RECORDS REQUEST FORM

The City of University City is committed to openness in government and to that end makes its public records available for public inspection and copying to the fullest extent possible, subject to certain exceptions as set out in Missouri's Sunshine Law, RSMo. Chapter 610\* To better serve you, and to facilitate access to public records, you are asked (but not required) to complete this form. The City will act upon your request and make requested public records available to you for your inspection at City Hall at no cost as soon as possible, but in no event later than the end of the third business day following the date of the request is received by the City Clerk; provided however, your request may be subject to delays for reasonable cause or may be denied, in whole or part, under Sunshine Law as closed records. No records may be removed from the office of the City Clerk.

Request Date: 12/20/2021

Request Time: 6:00AM

Requestor Name: Russel Neiss

Telephone: 617-299-1832

Address:

Facsimile:

Email: 122102-54678357@requests.muckrock.com

Public Record\*\*\*Request:

Please see next page for full request.

### REQUESTOR OPTIONS

- A. You may alternatively request the City to prepare paper copies of the requested records, at your cost, for:  
pick up at City Hall; or delivery to you via either US Mail; ☒ Email; or Facsimile
- B. Rather than in paper format, at your request the City will provide the requested records in a different format, if available, at your cost:  
I ask that the requested records be provided, if available, in the format of:
- C. The requested records will not be certified unless requested:  
I request certification of the record at my cost.
- D. All costs to be paid in advance. Prior to producing the records, you may ask for an estimate of the costs of your records request.  
I request a cost estimate, and understand the City awaits my approval and advance payment of costs before acting on my request.

### FOR CITY USE ONLY / CITY REPLY

- E. Cost estimate of \$ \_\_\_\_\_ was provided on \_\_\_\_\_ Requestor Approval received \_\_\_\_\_
- F. Requested records were made available/provided to requestor on \_\_\_\_\_  
Delivery type: In person inspection; City Hall pick up; US Mail; Email; or Facsimile
- G. For reasonable cause, access to the requested record was not granted within three days because \_\_\_\_\_  
The earliest time and date that the records will be available for inspection is \_\_\_\_\_
- H. Requestor was notified on \_\_\_\_\_ that:  
i. No records exist satisfying the records request, and/or  
ii. The records request sought closed records under Sunshine Law and therefore access was denied. (Upon requestor's request for a statement of explanation, the City will, no later than the end of the third business day following the date requestor's request is received, furnish to requestor a written statement of the grounds for such denial and will cite the specific provision of law under which access was denied.)

### COST ESTIMATE / PAYMENT

	<u>Quantity/Hours/Other</u>	<u>Cost Rate</u>	<u>Subtotal</u>
Certification(s) of Records - \$5.00 per Certification.....		\$ 5.00	
Staff Time / Research, Copying, TBD.....			
Copy costs – 9 x 14 or smaller - \$0.10 per page.....			
Postage / Courier / Long Distance Fax Costs: TBD.....			
Duplication Costs – Other, Non-standard: TBD.....			
Other Costs: TBD.....			
TOTAL COSTS:			

Payment: Amount Tendered:

Date Received

### RESOURCES

Custodian of Records: LaRette Reese, City Clerk, City of University City, Missouri; [lreese@ucitymo.org](mailto:lreese@ucitymo.org); 314-505-8605

**\*For more on Missouri's Sunshine Laws, go to <http://www.moga.mo.gov/statutes/chapters/chap610.htm>.**

\*\*\***"Public record"** is defined as:...any record, whether written or electronically stored, retained by or of any public governmental body including any report, survey, memorandum, or other document or study prepared for the public governmental body by a consultant or other professional service paid for a whole or in part by public funds, including records created or maintained by private contractors under an agreement with a public governmental body or on behalf of a public governmental body. The term "public record" shall not include any internal deliberative decision making process of said body, unless such records are retained by the public governmental body presented at a public meeting. Any document or study prepared for a public governmental body by a consultant or other professional service as described in this subdivision shall be retained by a public governmental body in the same manner as any other public record..." RSMo 610.010(6)

To Whom It May Concern:

Pursuant to the The Missouri Sunshine Law, I hereby request the following records:

- Invoices, receipts, and/or requests for the purchase of any Flock Safety product/service
- MOUs from Flock Safety
- Any emails between officials from the University City Police Department and representatives from Flock Safety.

The requested documents will be made available to the general public, and this request is not being made for commercial purposes.

In the event that there are fees, I would be grateful if you would inform me of the total charges in advance of fulfilling my request. I would prefer the request filled electronically, by e-mail attachment if available or CD-ROM if not.

Thank you in advance for your anticipated cooperation in this matter. I look forward to receiving your response to this request within 3 business days, as the statute requires.

Sincerely,

Russel Neiss