



PUBLIC RECORDS REQUEST FORM
CITY of CAPE GIRARDEAU

OFFICE OF THE CITY CLERK, 44 N. LORIMIER – CAPE GIRARDEAU, MO 63701, 573-339-6320

This is a request for public records under the Missouri Sunshine Law, Chapter 610, Revised Statutes of Missouri. The Missouri Sunshine Law requires that each request to access public records be acted on no later than the end of the third business day following the date the request was received.

All requests must be submitted to the City of Cape Girardeau Custodian of Records, Gayle Conrad, CMC, MRCC, City Clerk. Please note the charges listed below.

| | | |
|--|---|------------|
| REQUESTING PARTY Name Aya Ruskin | Organization Name (if applicable) Muckrock News | |
| Street Address Dept. MR 133223, 263 Huntington Ave | City, State, Zip Boston, MA 02115 | |
| Email 133223-19546555@requests.muckrock.com | Phone | Fax |

PUBLIC RECORDS REQUEST: Describe the records as specifically as possible. Please identify the time period if applicable. Should your request include any closed records, the City will omit the closed portions and provide what remains of the rest of the records.

See attached email received Thursday, September 1, 2022

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|--|
| IF COST ESTIMATE REQUIRED: If you want a cost estimate before the City fulfills your request, check here: <input checked="" type="checkbox"/> [x] |
| If you approve of fees up to a certain amount, indicate that maximum here: \$ |

SIGN HERE I have read and fully understand the Terms of Access and Duplication below and state that all information provided to the City is correct. I understand the research fee amounts and agree to proceed with this research request. I further understand that depending on the amount of research and copies requested, I may be required to pay a deposit for research to begin on said request.

sent via e-mail

 Signature of Requesting Party

09/01/2022

 Date of Request

TERMS OF ACCESS AND DUPLICATION OF PUBLIC RECORDS:

- Copying: Fees for copying public records shall be ten cents (\$.10) per page for a paper copy not larger than 9"x14", with the hourly fee for duplicating time not to exceed the average hourly rate of pay for City Hall clerical staff.
- Copying (greater than 9"x14"): Fees for paper copies larger than 9"x14" shall include (1) the cost of copies, (2) staff time (charged at the average hourly rate of pay for clerical staff) required for making copies and programming, if necessary, and (3) the cost of the disk, tape, or other medium used for the duplication.
- Research for Public Records: Research time required for fulfilling records requests may be charged at the actual cost of research time.
- Electronic Document Fees: Fees for providing access to public records maintained on computer facilities, recording tapes or disks, videotapes or films, pictures, maps, slides, graphics, illustrations or similar audio or visual items or devices, shall include (1) the cost of copies, (2) staff time, which shall not exceed the average hourly rate of pay for staff required for making copies and programming, if necessary, and (3) the cost of the disk, tape, or other medium used for the duplication.
- Duplication Requiring Special Expertise: Fees for maps, blueprints, or plats that require special expertise to duplicate may include the actual rate of compensation for the trained personnel required to duplicate such maps, blueprints, or plats. If programming is required beyond the customary and usual level to comply with a request for records or information, the fees for compliance may include the actual costs of such programming.
- Payment: Payment of copying/research fees may be requested prior to researching and/or making of copies.

| | |
|---|--|
| INTERNAL USE ONLY Paid Amount: \$ _____ Paid Date: _____ Check No.: # _____ | Date Responded: <u>09/07/2022</u> Date Completed: _____ Method (circle): MAIL FAX DELIVERY PICKED-UP Receiving Signature: _____ |
|---|--|

FOR CITY STAFF USE ONLY: (To be completed by Custodian of Records or Designee)

| | | | | | | |
|--|------------------------|-------------|--------------|--|-------------|-----------------|
| Request No.: | | CM | | Date Received: 9/1/22 | | |
| Research Costs: | | | | Duplication Costs: | | |
| <i>Staff</i> | <i>Hrly. Rate/Hour</i> | <i>Time</i> | <i>Cost</i> | <i>Avg. Hrly. Rate of Staff</i> | <i>Time</i> | <i>Cost</i> |
| Custodian | \$24.63 | 2 | \$ 49.26 | \$17.59 | | \$ |
| Clerical Staff | \$18.59 | | \$ | No. of copies _____ x \$.10/copy | | \$ |
| | | | \$ | No. of copies (over 9"x14") _____ x _____/copy | | \$ |
| (a) Total Research Costs: | | | 49.26 | (b) Total Duplication Costs: | | \$ 0 |
| Other Costs: (Explain) | | | | | | |
| | | | | | | \$ |
| | | | | | | \$ |
| | | | | | | \$ |
| (c) Total Other Costs: | | | | | | \$ |
| (d) Postage (if mailed) | | | | | | \$ |
| Total Actual Cost for Document Research and Duplication (a through d) | | | | | | \$ 49.26 |

From: 133223-19546555@requests.muckrock.com

To: [City Clerk](#)

Subject: The Missouri Sunshine Law Request: Missouri Sunshine Law Request: City Council Emails

Date: Thursday, September 1, 2022 1:30:27 PM

City Of Cape Girardeau
The Missouri Sunshine Law Office 44
North Lorimier
Cape Girardeau, MO 63701-7314

September 1, 2022

To Whom It May Concern:

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

1. A copy of all email exchanges-including incoming messages, outgoing messages, replies, forwards, and attachments-between the mayor and city council members related to city business and affairs regarding budget funds, general funds, ARPA funds, and any expenditures in which the recipients consist of a quorum of city council members from August 1, 2022, through August 31, 2022.
2. A copy of all email exchanges-including incoming messages, outgoing messages, replies, forwards, and attachments-between any council members related to city business and affairs regarding budget funds, general funds, ARPA funds, and any expenditures in which the recipients consist of a quorum of city council members from August 1, 2022, through August 31, 2022.
3. A copy of all email exchanges-including incoming messages, outgoing messages, replies, forwards, and attachments-between the mayor, any council members, and any third party related to city business and affairs regarding budget funds, general funds, ARPA funds, and any expenditures in which the recipients consist of a quorum of city council members from August 1, 2022, through August 31, 2022.

I ask that all fees be waived as I intend to use the requested records to further public understanding of government functions and not for commercial purposes.

In the event that you choose to withhold or redact the records, I ask that you provide a detailed explanation of the statutory and/or case law upon which each rejection or redaction is based.

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, Aya Ruskin

View request history, upload responsive documents, and report problems here:

https://accounts.muckrock.com/accounts/login/?next=https%3A%2F%2Fwww.muckrock.com%2Faccounts%2Flogin%2F%3Fnext%3D%252Faccounts%252Fagency_login%252Fcity-of-cape-girardeau-33046%252Fmissouri-sunshine-law-request-city-council-emails-133223%252F%253Femail%253Dcityclerk%252540cityofcape.org&url_auth_token=AAFzевKhFIRoB50wx6zv2IIcdEY%3A1oToxM%3AJeE_Z30BXof2-un84V3LdFE5jShTsPqBOC1zuPYTu5M

If prompted for a passcode, please enter:

WMLVXEБ

Filed via [MuckRock.com](https://muckrock.com)

E-mail (Preferred): 133223-19546555@requests.muckrock.com

PLEASE NOTE OUR NEW ADDRESS

For mailed responses, please address (see note):

MuckRock News
DEPT MR 133223
263 Huntington Ave
Boston, MA 02115

PLEASE NOTE: This request is not filed by a MuckRock staff member, but is being sent through MuckRock by the above in order to better track, share, and manage public records requests. Also note that in "MuckRock News" and the department number) requests might be returned as undeliverable.