

**CITY OF KIRKWOOD**  
**REQUEST FOR PUBLIC RECORDS**

*All requests must be submitted to the City of Kirkwood Custodian of Records, City Clerk Laurie Ashe.*

*Phone: 314-822-5802 E-mail: [recordsrequests@kirkwoodmo.org](mailto:recordsrequests@kirkwoodmo.org)*

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

Name of Person or Company Requesting Information: \_\_\_\_\_

Address of Requestor: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Description of Records being requested (dates, addresses, names, etc.):**

**Research and duplication fees allowed under State law are as follows:**

Duplication Fees: Clerical Fee of \$29.39 per hour plus\*

- 10 cents per page no larger than 9" x 14"
- Copies larger than 9" x 14" shall include the cost of copies and staff time, which shall not exceed the average hourly rate of pay for staff of the City of Kirkwood
- Fees for maps, blue prints or plats that require special expertise to duplicate shall include national rate of compensation for the trained personnel required to duplicate such documents. If programming is required beyond the customary and usual level to comply with the request for records or information, fees for compliance may include national costs of such program.

**\*If research time is required by managerial staff, fees will include the hourly rate of said staff.**

**Preferred Method of Receiving Records:**

- Hard Copies (paper)
- Electronic (email or file transfer)
- Flash Drive (additional cost of \$4.00)

**I, the undersigned and requester of this information, understand the above research fee amounts and agree to proceed with this research request. I further understand that depending on the amount of research and copies requested that I may be required to pay a deposit for research to begin on said request.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date