City of Ballwin/Ballwin Police Department
MISSOURI SUNSHINE LAW (FOIA) RECORDS REQUEST

For City Records:
cityclerk@ballwin.mo.us
City of Ballwin
1 Government Ctr
Ballwin, MO 63011
Phone: (636) 227-9000

For Police Records:
policerecords@ballwin.mo.us
Ballwin Police Department
302 Kehrs Mill Rd.
Ballwin, MO 63011
Phone: (636) 227-9636

From: Name:_____

Full Address:_____

Phone #:_____

E-Mail Address:_____

This is a request for records under Missouri Sunshine Law, Chapter 610, Revised Statutes of Missouri. I request that you make available to me the following records:

START DATE:_____ END DATE:_____

SUBJECT:_____

_____

_____

If attorney, please furnish the name of your client:_____

If insurance company, please furnish the name of your insured:_____

If related to person named in document, please state relationship:_____

Check ☑ the boxes that apply to your request:

☐ **Documents- paper copies** ☐ **Audio** ☐ **Video** ☐ **Other**

☐ **View Documents:** I want to view the documents instead of receiving paper copies

☐ **Public Interest:** I believe that the request serves the public interest and is **NOT FOR PERSONAL OR COMMERCIAL INTEREST**; therefore, I request that all fees for locating and copying the records be waived. State how this information will be used and why that use is in the public interest:

_____

_____

☐ **Closed portions of records:** If portions of the records are closed, please segregate the closed portions and provide me with the rest of the records

RECORDS REQUEST FEE:

Pursuant to Section 610.026 RSMo., fees for copying public records, except those records restricted under Section 32.091 RSMo. shall not exceed 10¢ per page for a paper copy not larger than 9 x 14 inches. Research and duplication time is charged at the fees below pursuant to Section 610.026 RSMo. If there is a cost to be incurred, an estimate will be sent. A deposit will be required prior to disseminating records and the final cost may change due to actual costs incurred by the City of Ballwin.

Current rate applicable to duplicating/clerical time	$25.23/hour
Current rate applicable to research time	up to $52.00/hour
Copy Fee	$0.10 per page
Car Accident Report	starting at $7.00
CAD Report	starting at $3.00
Copy of Audio/Visual CD or flash drive	$1.00/cd $7.99/flash drive
Certified Copy Fee	$5.00

_____   _____

Signature   *Date*