

CITY OF LAKE TAPAWINGO
144 Anchor Drive
Lake Tapawingo, MO 64015
816-229-3722
816-228-1912 Fax

What Records Are....

The City Clerk's Office manages the legislative history of the City, and maintains and preserves official City documents and records in accordance with Federal and State legal mandates and local policies.

The Missouri Sunshine Law provides that most records maintained by public entities are open for inspection and/or copy of individuals.

Commonly requested records include ordinances, resolutions, minutes from open meetings, and budgets. Questions regarding open records should be directed to the City Clerk's Office, (816) 229-3722.

Public Record Exceptions

The Missouri Sunshine Law recognizes that some records contain information that is private in nature. For this reason, the Act lists a number of exceptions for records that are closed, including:

- Legal actions, causes of action or litigation (except that votes, minutes and settlement agreements must be opened to the public on final disposition, unless ordered closed by a court).
- Leasing, purchase or sale of real estate where public knowledge might adversely affect the amount paid in the transaction.
- Hiring, firing, disciplining or promoting a particular employee.
- Welfare cases of identifiable individuals.
- Software codes for electronic data processing.
- Individually identifiable personnel records.
- Records related to existing or proposed security systems.
- Record that are protected from disclosure by other laws.

Applicable Fees

The Missouri Sunshine Law authorizes public agencies to charge fees for providing access to or furnishing copies of public records. This fee—a **minimum of \$0.10 per page**—may be requested in advance and may include the cost of staff time required to make the information available as well as the cost of copying or reproducing the records.

How To Request a Record

Step 1:

Check with the records custodian to determine whether or not the information you need is available.

Step 2:

Submit your request for information in writing or fill out the Open Records Request form which can be obtained below or at City Hall. Make sure your request is as specific as possible so that it may be filled quickly and completely.

Step 3:

Most records will be produced within three (3) business days from the time the request is received. If the request must be delayed or denied, you will receive a written explanation for the delay or denial within three business days.

Why Would My Request Be Delayed or Denied?

Although every attempt will be made to provide the information requested in a timely manner, some requests may be delayed or denied if:

- The request is unclear and should be submitted in more detail.
- Legal issues must be addressed before the records are released.
- The requested records are archived or stored off site.
- The volume of records requested is large and will take time to duplicate.
- The requested records do not exist.
- The requested records are exempt from disclosure by law.
- The established fee has not yet been collected.

PUBLIC RECORDS REQUEST FORM

City of Lake Tapawingo
City Clerk's Office
144 Anchor Drive
Lake Tapawingo, MO 64015

This is a request for records under the Missouri Sunshine Law, Chapter 610, Revised Statutes of Missouri.

1. I request that you make available to me the following public records.

(Describe the records as specifically as possible. Where you are asking records that cover only a particular period, such as last year or specific month, identify that time period.)

-OR-

If you know the subject matter of the records, but do not have additional information, use this alternative; I request that you make available to me all records that relate to:

(Be as specific as possible; include dates if you can)

2. I want copies of the above records and will pay for them, rather than just view.

YES

NO

Please send copies to me at the following address:

(Please indicate email address if you desire electronic copy instead of paper copy, if available.)

3. My request serves the public interest and is not just for personal or commercial interest.

YES NO

I request that all fees for locating and copying the records be waived. The information I obtain through this request will be used to:

(Please explain how and why this information will benefit the public interest.)

4. Please let me know in advance of any search or copying fees.

YES NO \$_____ (Do not exceed this amount)

5. If portions of the requested records are closed, please segregate the closed portions and provide me with the rest of the records.

YES NO

6. Special Instructions or Additional Comments.

Name (Person requesting records)

Address (Send to this address)

Phone Number & E-mail Address

Date & Time of Request

(For City Use Only)

Received by: _____ Date Received: _____ Completed Date _____

Assigned to: _____ Time Spent on Request: _____

Additional Information: _____

Cost Breakdown: _____ Total: _____

Date Mailed/Delivered: _____