



City of Plattsburg
114 Maple
Plattsburg, Missouri 64477
Phone 539-2148 **Fax 930-3260**

PUBLIC RECORDS REQUEST

It is the policy of the City of Plattsburg that the open records of the City shall be available to members of the public for inspection and copying during normal business hours. The City Clerk is the City's designated records custodian. The City will not allow you to remove original public records from the office of the City Clerk. However, you will be permitted to make copies of original documents. Request for documents exceeding 10 pages may be subject to a copying fee of ten cents per page, in the discretion of the Clerk, to cover the City's cost to locate and reproduce the documents. Certain records of the City may not be immediately available at the time of your request. Copies of documents that are not immediately available will normally be provided to you by the end of the third business day following the date your request is received. You will be provided a written explanation if the City is unable to produce the records you request within three days. Not all records of the City are open for public inspection. Pursuant to R.S.Mo. 610.021, the City is authorized to close certain types of records including, but not limited to those relating to legal action, the purchase of sale of real estate, certain investigative and criminal records, medical records, and personnel records. If your request for access is denied, the City Clerk will provide you a written explanation for the denial, upon your request, within three business days.

INSTRUCTIONS: Please provide the following information to assist us in processing your request. For each document or record you request, please provide the title and date of the record, or a description of the record that is sufficiently detailed to enable the City to identify it.

Your Name: _____

Your Mailing Address: _____

Your Home Phone: _____

Your Business Phone: _____

Date of Request: _____

