

**CITY OF LAKE OZARK**  
**Request for Public Records**

Date of Request: \_\_\_\_\_ Time of Request: \_\_\_\_\_  
 Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Address: \_\_\_\_\_

In making this request, I understand that the City is under no obligation to create a document to satisfy my request or to comply with a standing for information. I further understand that the information will be released in accordance with State and Local statutes. This may require a determination as to the confidentiality by the Lake Ozark City Attorney prior to release. I further understand that the City of Lake Ozark has three (3) business days to respond to the request and that a response does not constitute a complete disclosure of information.

Searches that require more than approximately 15 minutes, special editing, or other unique action, will be performed at the hourly rate as determined by Resolution 2004-16. An example of research rates is as follows:

Clerical..... approximately \$3.00 per quarter hour  
 Supervisory ..... approximately \$4.66 per quarter hour  
 Duplicating Cost..... \$0.10 per page

Before starting a project, an estimate of charges will be developed by the City Clerk. This amount will be deposited with the City of Lake Ozark at the time the request is made. All funds not expended will be returned to the requestor. If funds are exhausted before the project is completed, the City will contact the requestor with an estimate of additional costs. This must be deposited with the City before resuming the project. All fees must be paid in full before the finished project is released.

REQUEST (be specific): \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Requestor's Signature: \_\_\_\_\_

Estimated cost of Project: \_\_\_\_\_

**DO NOT WRITE BELOW THIS LINE – FOR STAFF USE ONLY**

Date	Procedures for Requests	Initial
	Receipt of request by City Clerk	
	Processing of requested information	
	Release of information by City Clerk	
	Staff Comments:	