



City of Pleasant Valley
6500 Royal St
Pleasant Valley, Missouri 64068
816-781-3996

RECORDS REQUEST FORM

TODAY'S DATE: _____

NAME: _____

PHONE NUMBER _____

DOCUMENT(S) REQUESTED _____

Signature of Requestor

By signing above you are:

Advised that the cost of the above information includes 10 cents per page of copy costs; can also include research time for those personnel involved in the request, as well as a cost of \$5.00 per copy for an audio tape.

Additionally, Missouri State Law provides for a response to this request within 72 hours from the time the request was received by this office.

Request taken by _____

Date/Time _____

FOR OFFICE USE ONLY:

Document provided to requestor – Date: _____

At a Cost of \$ _____