



Blue Springs, Missouri Finance Department

FEES FOR OPEN RECORDS REQUESTS

Prepared For: _____

Date: _____

Copy Fees

Photocopies (9" x 14") _____ x \$ _____ = \$ _____

Electronic Copy Fees _____ = \$ _____

Type of documentation

_____ = \$ _____

Type of documentation

Staff Service Fees

Duplicating Fees _____ Hours x \$ _____ = \$ _____

Electronic Access Fees _____ x \$ _____ = \$ _____

Research Fees

_____ Hours x \$ _____ = \$ _____
Title of Position

_____ x \$ _____ = \$ _____
Title of Position

_____ x \$ _____ = \$ _____
Title of Position

TOTAL OF ALL FEES \$ _____

Record retrieval will begin upon receipt of the payment listed above. If additional payment is needed to cover actual costs incurred by the City in processing your request, additional payment will be required before documents are provided. If the estimated fee exceeds the cost of providing the records, the difference will be refunded.

Record Custodian's Name

Department

E-mail Address

Phone Number