

City of Excelsior Springs Police Department

Missouri Sunshine Law — RSMo §610.026

The following is the standard fee estimate format used by the Excelsior Springs Police Department when responding to requests for public records. Actual costs will vary depending on the type, volume and complexity of the records requested.

1. Research & Staff Time Charged at the rate of the lowest-paid employee capable of performing the task, per RSMo §610.026

Task Estimated Hours Hourly Rate Estimated Cost

		estimated time	
Search/Retrieval of Records	\$25 per hr		Estimated Total \$
Review & Redaction Time	\$25 per hr		Estimated Total \$
Preparation for Release	\$25 per hr		Estimated Total \$

Subtotal – Staff Time: \$_____

2. Copying & Reproduction @ \$6 a report (1-60 pages). Over 60 + .10 cents per page

Subtotal – Copying Costs: \$_____

3. Electronic Media (if applicable)

Flat Formatting Fee: \$30 per individual report #

Flash Drive(s) \$5 each

256 GB Flash Drives \$35 each

Subtotal – Media Costs: \$_____

4. Payment Requirements

Advance payment is required before work begins

Accepted payment methods:

☐ Cash ☐ Check

Date: _____

Advanced Pre-Payment Total \$ _____

5. Estimated Completion Time

Requests are processed in the order they are received. Processing times may vary depending on record volume, the number of incoming requests, staff availability, required redactions and legal review.

If the actual time, volume of records, or number of pages exceeds the original estimate, additional fees may be assessed and payment will be required before the additional work or records are provided.

Pursuant to RSMo § 610.026, payment must be received within 90 days of the date of fee estimate.

Failure to remit payment within this period will result in the request being deemed withdrawn and closed.

MISC. FEES

CFS REPORTS \$1 each

Notary Services \$3 per document

Citations \$2 each

Employer Provided Fingerprint Cards \$10 each

\$5 shipping fee or include a self-addressed stamped envelope with payment