

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/Research	\$25 per hr		Estimated Total \$
Redaction/Review	\$25 per hr		Estimated Total \$
Preparation/Duplication	\$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)

Electronic Formatting/Programming Fee: \$30 per individual report #

Flash Drive(s) \$5 each

256 GB Flash Drives \$35 each

Subtotal – Media Costs: \$_____

4. Payment Requirements

Other Applicable Costs \$_____
see below for details

Advance payment is required before work begins

Accepted payment methods:

☐ Cash ☐ Check

Today's 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. If the requested fees exceed \$1,000, payment must be received within 150 days. Failure to remit payment within the applicable period will result in the request being deemed withdrawn and closed.

OTHER APPLICABLE COST/SERVICES/REIMBURSEMENT FEES

\$7 Postage & packaging cost or include a self-addressed padded stamped envelope with payment

CFS REPORTS 10¢ per page

Notary Services \$5 per signature as authorized by RSMo §486.685

Lost Citation Replacement \$2 each

Employer Provided Fingerprint Cards \$10 each