

# City of Berkeley, Missouri Fire Department

# Request for Public Records

The completed form should be directed to the Fire Department at the City of Berkeley, Missouri  
8401 Airport Rd, Berkeley MO 63134 Phone: (314) 524-3566  
firesecretary@ci.berkeley.mo.us

Date of Request: \_\_\_\_\_ Time of Request: \_\_\_\_\_

Name of Person Making Request: \_\_\_\_\_

Contact Email and Phone #: \_\_\_\_\_

Public record(s) requested (be specific): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Requested format (paper, electronic, etc.): \_\_\_\_\_

Signature of person making request: \_\_\_\_\_

## Duplication and Research Costs for Public Records

As established by RSMo Section 610.026, the following fees and charges are established for copying, duplicating and researching public records: **Fire \$17**

Paper Copies (not larger than 9x14") **\$0.10** per page  
Duplicating or Research Time/Hourly or part of Fee Determined by Department

Fees for providing access to public records maintained on computer facilities, recording tapes or disks, videotapes or films, pictures, maps, slides, graphics, illustrations or similar audio or visual items or devices and for paper copies larger than 9x14" shall include the cost of copies, staff time required for making copies and programming, if necessary, and the cost of the disk, tape or other medium used for duplication. (**Disk or Flash drives = \$25 each**)

Fees for maps, blueprints or plats that require special expertise to duplicate may include the actual rate of compensation for the trained personnel required to duplicate such maps, blueprints or plats.

If special programming or creation is needed to comply, the request can be refused.

### Payment of fees shall be required in advance, including facsimile transmission of requested records.

The City of Berkeley Fire Department accepts cashier checks, money orders, or company checks. Pay to the order of the "City of Berkeley Fire Department" Or pay online at the city's website <https://www.cityofberkeley.us/>. Click the "Online Payments" button in the middle of the page. Click on the "Fire Department" hyperlink to fill out the requested information. Click on "Incident Report" from drop screen menu.

To Be Completed by Custodian of Records:

### Total Fees and Charges:

Copies (# pages \_\_\_\_\_) \$ \_\_\_\_\_  
Research/Duplication Time \$ \_\_\_\_\_  
(hours \_\_\_\_\_)  
Other charges (Disk, etc.) \$ \_\_\_\_\_  
Total Charge \$ \_\_\_\_\_

ESTIMATED FEES AND CHARGES

Completed: \_\_\_\_\_  
(date/time)

Fees Paid: \_\_\_\_\_

Custodian of Records:  
  
  
(Date and Signature)