



WOODSON TERRACE POLICE DEPARTMENT

4305 Woodson Road Woodson Terrace, MO 63134
Station: (314) 427-5858 Dispatch: (636) 529-8210 FAX: (314) 427-0215



Woodson Terrace Police Department

Missouri Sunshine Law Records Request – Fee Schedule

This fee schedule is established pursuant to **§610.026 RSMo** and applies to public records requests made to the Woodson Terrace Police Department. Fees are based on the **actual cost of staff time, duplication, and materials** necessary to fulfill a request.

Definitions

Lowest Paid Employee Capable of Performing the Work:

The employee with the lowest hourly rate of pay who possesses the training, authority, and access necessary to perform the specific task required (e.g., clerical staff, records personnel, or sworn personnel when required). The employee assigned will vary depending on the nature of the work requested.

Record Retrieval:

The process of locating, accessing, and collecting responsive records, including paper files and electronic data.

Record Review and Redaction:

The examination of records to identify and redact information exempt from disclosure under Missouri law.

Audio/Video Retrieval:

The process of locating, exporting, downloading, and transferring audio or video files from department systems.

Audio/Video Review and Redaction:

The process of reviewing audio or video files and applying required redactions, including but not limited to blurring, pixelation, muting, or editing to remove exempt information.

Fee Explanation:

Any fees assessed for this Sunshine Law request are calculated in accordance with §610.026 RSMo and are based on the actual cost of staff time and materials necessary to fulfill the request. Staff time is charged using the hourly rate of the lowest paid employee capable of performing the required work, based on the nature of the task (e.g., clerical, records, or sworn personnel when required). Time may include record retrieval, review, redaction, and, when applicable, audio or video retrieval and redaction. Duplication and media costs are assessed at actual cost. A written cost estimate will be provided prior to processing when applicable.



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1. Staff Time Charges

Staff time is billed in **15-minute increments** after the first **15 minutes**, which are provided at no charge when permitted by law.

Category	Description
Clerical/Administrative Time	Record search, retrieval, duplication, and basic processing
Records Review & Redaction	Review and redaction of records to remove exempt or closed information
Audio/Video Retrieval Time	Locating, downloading, and transferring audio or video files (BWC, in-car, interview room, jail, CCTV, etc.)
Audio/Video Review & Redaction Time	Viewing, editing, blurring, muting, or otherwise redacting audio/video records

*Staff time charges are calculated using the hourly rate of the **lowest paid employee capable of performing the required work**, as permitted by §610.026 RSMo.*

2. Duplication & Media Fees

Item	Cost
Paper copies (black & white)	\$0.10 per page
Paper copies (color, if available)	\$0.30 per page
CD/DVD	\$5.00 per disc
USB drive	\$5.00 per unit
Other electronic media	Actual cost

3. Deposits

- A **deposit may be required** when the estimated cost exceeds **\$150.00**.
- Work will not begin until the deposit is received, if deposit is required.
- Any overpayment will be refunded if actual costs are lower than estimated.

4. Payment Methods

Accepted forms of payment include:

- Cash
- Money Order (payable to **City of Woodson Terrace**)



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5. Fee Waivers or Reductions

Fees may be reduced or waived when:

- Records are requested for non-commercial public interest purposes; or
- The request can be fulfilled with minimal staff time and resources.

Fee waivers are granted at the discretion of the **Custodian of Records** in accordance with Missouri law.

6. Estimates & Notification

- Requestors will receive a **written cost estimate** prior to processing when costs are anticipated.
 - If costs exceed the estimate during processing, the requestor will be notified and provided the option to proceed, modify, or withdraw the request.
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Custodian of Records

Woodson Terrace Police Department
314-427-5858