

April 25, 2019

To Ms. Shirley Rukcic, Custodian of Records, Office of the Treasurer:

This letter is a request for copies of public records under the Missouri Sunshine Law. Pursuant to the provisions of Chapter 610 of the Missouri Revised Statutes, I request that you provide the following records, including, but not limited to:

- a. The request for proposals to handle the city's payroll funds;
- b. Any drafts of the above RFP
- c. The request for proposals to handle the city's parking funds;
- d. Any drafts of the above RFP;
- e. All responses submitted to the above requests for proposals;
- f. The scoring sheets

Pursuant to Mo. Rev. Stat. § 610.011, "It is the public policy of this state that meetings, records, votes, actions and deliberations of governmental bodies be open to the public unless otherwise provided by law."

If any part of this request is denied, please send a letter listing the specific exemptions upon which you rely for each denial and provide the contact information for the official to whom we may appeal. Mo. Rev. Stat. § 610.023.4.

I remind you that pursuant to Mo. Rev. Stat. 610.024.1, exemptions do not offer blanket exemption to entire records or emails. "If a public record contains material which is not exempt from disclosure as well as material which is exempt from disclosure, the public governmental body shall separate the exempt and nonexempt material and make the nonexempt material available for examination and copying."

I request that you produce responsive materials in their entirety, including all attachments, appendices, enclosures, and/or exhibits. To the extent that a response to this request would require you to provide multiple copies of identical material, the request is limited so that only one copy of the identical material is requested.

This request must "be acted upon as soon as possible, but in no event later than the end of the third business day following the date the request is received." Mo. Rev. Stat. § 610.023.3.

Because this records request is being submitted in the public interest and "is likely to contribute significantly to public understanding of the operation or activities" of your department, we ask that you waive any fees or charge a substantially reduced fee pursuant to Mo. Rev. Stat. § 610.026.1(1). However, should you decline to waive or reduce fees, proceed without further approval if the cost does not exceed \$100.00 and send a detailed invoice with the records. If the cost will exceed \$100.00, please inform us of the cost in advance.

I request that these records be sent in digital format, if possible, to the following email address: [rlippmann@stlpublicradio.org](mailto:rlippmann@stlpublicradio.org). If digital formatting is not possible, please send to:

Rachel Lippmann  
c/o St. Louis Public Radio  
3651 Olive Street  
St. Louis, Missouri 63108

All correspondence regarding this request should be sent to me. I can be reached at 314-516-4445 or [rlippmann@stlpublicradio.org](mailto:rlippmann@stlpublicradio.org).

Do not hesitate to contact me with any questions. I appreciate your attention to this matter.

Sincerely,

Rachel Lippmann,

St. Louis Public Radio