

## Shirley Rukcic

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**From:** salariespostdispatch@gmail.com  
**Sent:** Tuesday, January 28, 2020 2:13 PM  
**To:** Shirley Rukcic  
**Subject:** Records request

Ms. Rukcic,

Please forward this on to your organization's records custodian if you are not the proper contact for this request.

This email serves as a Sunshine Request; please ignore a previous email with the subject line, "This is a test."

Pursuant to the Missouri Sunshine Law, I request an electronic copy of St. Louis city Treasurer's Office employee payroll records for the current fiscal or calendar year, including St. Louis city Treasurer's Office police department, sheriff's office or other law-enforcement offices, if applicable. You may use whichever year format, calendar or fiscal, that is easiest for you; please just specify, in your response to the records or in the records themselves, which one you are using.

I request records that contain, but are not necessarily limited to, the following fields:

- Name
- Department name
- Position/job title
- Part-time/full-time status
- Bi-weekly salary
- Performance wage (when applicable)
- Annualized bi-weekly salary, projected annual salary, or the calculation used by St. Louis city Treasurer's Office to reach annual salary figures, using the bi-weekly salary figure, if you are not able to provide the annual salary
- Hire date

If there is a data field that uses codes instead of descriptions (i.e. numeric codes for departments, instead of the department names), please provide a file that displays what the codes represent.

I request that the records, in the format of an Excel, Access, .csv or .txt file, be emailed to me, electronically transferred, or provided on a disk. Please let me know if none of these file formats are possible.

If for any reason you deny any portion of the request, please cite the specific exemption under the state Sunshine law you feel allows the information to be withheld. Exemptions cited under any local law, regulation or ordinance are not valid and may result in an appeal to the exemption. As such, please also notify me of the appeal procedures available to me under the law.

Because we are making this request in the public interest and will not be using these records for commercial gain, I request that any fees that may be associated with this request be waived. If there is a cost associated with completing this request, please provide an itemization of the costs, including the hourly rate of the employee(s) involved in processing the records before fulfilling the request.

If there is a cost, please contact me before fulfilling the request.

If any additional information or clarification is required, please call or email me, instead of using standard mail, so as to expedite the process. I look forward to your response within three business days of receiving the request, as state law requires. Thanks in advance for your assistance.

Regards,

Janelle O'Dea  
Data reporter  
St. Louis Post-Dispatch  
Office: 314-340-8349  
Cell: 217-898-4265

Note: This is the first year the Post-Dispatch is using automated emails to send records requests, which is why this email is coming from salariespostdispatch@gmail.com, instead of jodea@post-dispatch.com. If you'd like to verify the authenticity of this email, please call either number above. You may respond to this email.

This serves as a Sunshine Request. Due to the level of requests made for this public access project, requests will not be re-entered on a designated form or web portal. Thank you for your understanding.