

SUNSHINE LAW RECORDS REQUEST
From Missouri Public Governmental Bodies

Request for records under the Missouri Sunshine Law, Chapter 610, Revised Statutes of Missouri

Print or type:

Name: _____

Affiliation (if any; not required): _____

Address: _____

City, State, Zip: _____

Telephone Number(s): (____) _____ Fax: (____) _____

Email Address: _____

I request that you make available to me the following records: (Attach additional pages if necessary.)

Description
1.
2.
3.

(Describe the records as specifically as possible. If you are asking for records that cover only a particular period, such as a specific date, month or year, identify that time period.)

If you know the subject matter of the records, but do not have additional information, use this alternative:

I request that you make available to me all records that relate to:

 (Be as specific as possible; include dates if you can.)

Preferred format of records (Please check one): Digital eMail Hard Copy

If portions of the requested records are closed, please separate the closed portions and provide me with records that are not closed.

Signature: _____

CHARGES: A charge for providing access to public records is authorized by state law and has been established by this district. In most cases, a fee will be charged for researching and copying of documents requested in accordance with Sunshine Law 610.026

Please let me know in advance of any search or copying if the fees will exceed \$_____ (Insert amount you are willing to pay without additional information about the documents.)