

# PUBLIC RECORDS REQUEST FORM

*THIS IS A REQUEST FOR RECORDS UNDER THE MISSOURI SUNSHINE LAW, CHAPTER 610, RSMO*

\_\_\_\_\_ *Date*

\_\_\_\_\_ *Name of Requestor*

\_\_\_\_\_ *Requestor Phone Number*

\_\_\_\_\_ *Requestor Address*

\_\_\_\_\_ *Requestor Email*

## RECORDS REQUEST DESCRIPTION

<i>Subject/Title</i>	<i>Document Date</i>	<i>Record Type</i>

Number of Requested Copies: \_\_\_\_\_

*The Missouri Sunshine Law authorizes public agencies to charge fees for providing access to or furnishing copies of public records. This fee may be requested in advance and may include the cost of staff time required to make the information available as well as the cost of copying or reproducing the records.*

**[TO BE COMPLETED BY CITY STAFF]**

Date Received: _____	Received By: _____
Staff Assigned: _____	Staff Time: _____
Cost Breakdown: _____	Total Cost: _____
Date Completed: _____	Date Mailed/Issued: _____
Additional Information: _____	



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 (UPDATED 08/2013)