

Sunshine Law Request
[Request for Public Records]

Date: _____

To: City Clerk – City of Boonville
401 Main Street
Boonville, MO 65233

This is a request for records under the Missouri Sunshine Law, Chapter 610, Revised Statutes of Missouri. Please check appropriate request(s).

I request that you make available to me the following records: (Describe the records as specifically as possible. Where you are asking for records that cover only a particular period, such as last year or a specific month, identify that time period) _____

I request that you make available to me all records that relate to: (If you know the subject matter of the records, but do not have additional information, use this alternative. Be as specific as possible; include dates if you can) _____

I request that the records responsive to my request be copied and sent to me at the following address: _____

I understand that there is a fee for copying of 10 cents per page and a research/pull fee of \$15.00 per hour. (Research/Retrieval Fee is for documents over 3 years old) Please let me know in advance of any search or copying if the fees will exceed \$ _____

If portions of the requested records are closed, please segregate the closed portions and provide me with the rest of the records.

Name

Address

Phone