

**\*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 \$20.00 per hour. 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