



**REQUEST FOR RECORDS  
MISSOURI SUNSHINE LAW, CHAPTER 610 RSMo**

Your Name: \_\_\_\_\_  
(Please print all information clearly)

Your Address: \_\_\_\_\_  
(Street) (City) (state) (Zip)

Phone: \_\_\_\_\_ cell home

**DESCRIPTION OF RECORDS REQUESTED** - BE SPECIFIC. Include names, types of documents and date occurred.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**APPROVAL REQUIRED** - PLEASE READ CAREFULLY, SPECIFY A FEE LIMIT AND SIGN.

- If the estimated cost of services exceeds \$20, we may require a cash deposit of the total estimated cost BEFORE any work is carried out.
- Per State Statute 610.023, please allow three full working days for processing following the receipt date of the request.
- Records and/or copies will be available for 30 days after requester is notified.

**NOTIFY ME IN ADVANCE IF THE COST OF RESEARCH OR COPYING FEES WILL EXCEED \$** \_\_\_\_\_

**SIGN HERE >** \_\_\_\_\_  
(Request will not be processed without signature.)

**COST LIST:** (PLEASE INDICATE IN WHICH FORMAT YOU WOULD LIKE TO RECEIVE YOUR RECORDS.)

- \$ .10 ..... 8 1/2 X 11 per page per side       \$1.00 ea ..... CD (blank media only)

Additional fees:

- Labor and research time will be charged in 6 minute increments based on staff members' wages including benefits.
- If a request requires an outside agency's assistance, the actual fees imposed and costs incurred by the outside agency shall be charged, as well as the fees provided above.

**PEVELY MUNICIPAL COURT - OFFICE USE ONLY**

Cost of copies: \_\_\_\_\_ \$ \_\_\_\_\_  
 Cost of labor: \$19.19/hour \_\_\_\_\_ \$ \_\_\_\_\_  
 Other costs: \_\_\_\_\_ \$ \_\_\_\_\_  
 Total \_\_\_\_\_ \$ \_\_\_\_\_

City Clerk approval: \_\_\_\_\_  
 Request processed by: \_\_\_\_\_  
 Notification Date: \_\_\_\_\_  
 Receipt number: \_\_\_\_\_

Date requested: \_\_\_\_\_  
Received by: \_\_\_\_\_

Time Started: \_\_\_\_\_  
Time Ended: \_\_\_\_\_