



Sunshine Law Records Request

Office of the City Clerk, 1 Detjen Drive, Crestwood, MO 63126

This is a request for records under the Missouri Sunshine Law, Chapter 610, Revised Statutes of Missouri. Please make available to me the following records. If portions of the requested records are closed, please segregate the closed portions and provide me with the rest of the records. *(Describe the records and subject matter as specifically as possible. Where you are asking for records that cover only a particular period, such as last year or a specific month, please identify that time period. Vague or overly broad requests may delay a response or result in unnecessary expense to you.)*

I understand that there may be charges for the research time and copies that may be made in response to this request. *(Please mark your chosen option(s).)*

_____ I ask only to view the copies already in existence in the City's records. I understand that I will need to do this in the City's offices, but that doing so will reduce, and possibly eliminate, the research and copying expenses I may incur relating to this request.

_____ I ask that the requested records be copied and made available to me either for pick up at the Crestwood Government Center or sent to me via U.S. mail. I understand that this may result in fees as provided for under the Missouri Sunshine Law and that such fees are due prior to the delivery of these records.

_____ Please let me know in advance of any search or copying if fees will exceed \$_____.

_____ I believe this request serves the public interest and is not just for personal or commercial interest. I request that all fees for locating and copying the records be waived. The information I obtain through this request will be used to _____

(You must tell how you will use the information and why that use is in the public interest.)

***Please note that under the Missouri Sunshine Law, the City has until the end of the third business day following the date of the request in order to make the record(s) available.** This time frame may be extended if there is a reasonable cause for delay; however, if a delay occurs, you will be notified of the reason for the delay, as well as the place and time the record(s) will be made available.

Printed Name

Signature

Date

Address

Phone Number