

# SUNSHINE LAW RECORDS REQUEST FORM

Knox County Clerk's Office

107 N 4<sup>th</sup> St.

Edina, MO 63537

This is a request for records under the Missouri Sunshine Law, Chapter 610, Revised Statutes of Missouri.

*(Please check and fill in all information that applies to your request)*

\_\_\_\_\_ 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.)*

*If you know the subject matter of the records, but do not have additional information, use this alternative:*

\_\_\_\_\_ I request that you make available to me all records that relate to:

*(Be as specific as possible; include dates if you can.)*

*If you want and are willing to pay for copies of the records, rather than just being able to see them:*

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

*If you believe your request serves the public interest, and is not just for personal or commercial interest, you may ask that the fees be waived:*

\_\_\_\_\_ I request that all fees for locating and copying the records be waived. The information I obtain through this request will be used to:

*(Tell how you will use the information and why that use is in the public interest.)*

Please let me know in advance of any search or copying if the fees will exceed \$\_\_\_\_\_. *(Insert amount you are willing to pay without additional information about the documents.)*

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

*(Insert your name, address, phone number or electronic mail address)*