



PUBLIC RECORDS REQUEST FORM

Request for Research and Copies

Custodian of Records

30 Porter Mill Spring Rd, Sunrise Beach, MO. 65079

Email: office@sbfpd.org Phone: 573-374-4411

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

This request is per RsMO 610, the Missouri Sunshine Law. The request is to be responded to by the end of the third business day (excluding legal holidays and weekends) following the date the request is received by the Custodian of Records. A response constitutes either compliance of the records request, a reason for the delay or legal explanation as to why the records may not be available as requested. The response may require additional time or charges depending upon information sought within the request. Please complete the form as completely as possible to better assist you with your request.

Record(s) Requested By: _____
First Name Last Name

Address: _____
Street

City State Zip

Email: _____ **Phone:** _____ **Fax:** _____

Describe the records as specifically as possible. Identify specific time periods if necessary.

Requester Signature _____ **Date:** _____

FOR OFFICE USE ONLY

Date/Time Received _____ Date Replied _____ Date Completed _____

_____ Number of copies (Letter or Legal) x \$.10 per page = \$ _____

_____ Research x \$ _____ /hr x _____ hour(s) = \$ _____

_____ Other _____ = \$ _____

Total \$ _____