City of Elsberry, Missouri
Records Request Form
Rachel Reed, City Clerk
201 Broadway, Elsberry, MO 63343

Date of Request:_____

This is a request for records under the Missouri Sunshine Law, Chapter 610, Revised Statues of Missouri. I request that you make available to the following records:

_____

_____

(Describe the records as specifically as possible. Are you requesting records that cover only a particular period, such as last year or a specific month, identify that time period?)

If you want and are willing to pay for copies or records, rather that just reviewing:

Paper Documents:	$.10 cents per copy
Electronic:	Cost of CD ROM
E-mail:	See search fees
Search Fees:	The City may charge a reasonable fee for the time necessary to search for and copy public records. Research time may be charged at the actual cost incurred to locate the requested records. Copying time shall not exceed the average hourly rate of pay for clerical staff of the public body. These fees are in addition to copy fees and supply fees (RSMo. 610.010, 610.023, 610.024, 610.026)

I request that the records responsive to any 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 by waived. The information I obtain through this request will be used to_____

_____

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

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

(Insert that amount you are willing to pay without addition 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.

_____

Mailing Address **City** **State** **Zip**

(___) _____ _____

Phone Number E-Mail Address

_____ _____

First Name Last Name Signature

Revised: 07/06/2021