

**CITY OF PILOT GROVE
RECORDS REQUEST FORM
MISSOURI SUNSHINE LAW**

TO: Lori Vollrath, City Clerk, Custodian of Records
213 College Street, P.O. Box 122 Pilot Grove, MO 65276
cityofpilotgrove2@gmail.com

This is a request for records under the Missouri Sunshine Law, Chapter 610 of the Revised Statutes of Missouri. Please describe specifically the document(s) you are requesting. If you are asking for records that cover only a particular period, such as last year or a specific month, please identify the time period. If portions of the requested records are closed, the closed portions will not be included. **(Be as specific as possible; include dates if you can)**

The Missouri Sunshine Law requires that each request to access public records be responded to no later than the end of the third business day following the date the request is received; please note that the City Clerk may be away from City Hall on leave when your request is dropped off. Your request will be processed no later than 3 days after it physically received by the City Clerk.

In accord with City Code 120.130 the City will charge \$0.20 per page for paper copies. In addition, research and duplicating time may be charged at the hourly rate of \$20.00 per hour.

___ 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.)

___ 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)

Signature: _____

Date of Request: _____

Print Name: _____

Phone #: _____

Address: _____

Email: _____