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RECORDS REQUEST FORM

Official Custodian of Records
Linda Luebrecht
City Clerk
16 W Church St.
Bowling Green, MO 63334

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

Please read list in its entirety and check appropriate 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 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

[Please explain 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.

NAME:

ADDRESS:

PHONE NUMBER: