



PUBLIC RECORDS REQUEST FORM

*THIS IS A REQUEST FOR RECORDS UNDER THE MISSOURI SUNSHINE LAW, CHAPTER 610, RSMO
PLEASE RETURN THIS COMPLETED FORM TO CITYCLERK@CITYOFGRAINVALLEY.ORG*

Date: _____

Requestor Name: _____ Phone Number: _____

Address: _____

Email Address: _____

Delivery of Records: Paper _____ or Electronic _____

RECORDS REQUEST DESCRIPTION

Subject/Title	Document Date	Record Type

The Missouri Sunshine Law authorizes public agencies to charge fees for providing access to or furnishing copies of public records. This fee may be requested in advance and may include the cost of staff time required to make the information available as well as the cost of copying or reproducing the records.

[TO BE COMPLETED BY CITY STAFF]

Date Received: _____	Received By: _____
Staff Assigned: _____	Staff Time: _____
Cost Breakdown: _____	Total Cost: _____
Date Completed: _____	Date Mailed/Issued: _____
Additional Information: _____	