

The City of



TO: City Clerk
City of Wellston
1414 Evergreen
Wellston, MO 63133
Phone: 314-553-8000

Request for Public Records

This is a request for records under the Missouri Sunshine Law, Chapter 610, Revised Statutes of Missouri. If portions of the requested records are closed, please segregate the closed portions and provide me the rest of the records. Access to public records shall be provided by the end of the third business day following the date the City Clerk receives the request. The law allows this time to be extended if there is a reasonable cause for delay. If a delay occurs, you will be notified of the reason and when the records will be made available.

Date of Request \_\_\_\_\_

Name of Person Making Request \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone Number \_\_\_\_\_ Fax Number \_\_\_\_\_

Email \_\_\_\_\_

Documents Requested \_\_\_\_\_

START: Month/Year \_\_\_\_\_ END: Month/Year \_\_\_\_\_

I understand that there may be charges for the City's response to this request and that payment of such fees is required prior to receiving these records.

\_\_\_\_\_ I want to view the documents instead of receiving copies.

\_\_\_\_\_ I would like to receive copies of the requested records

\_\_\_\_\_ I would like a written estimate of fees prior to production of requested copies

\_\_\_\_\_ I would like to know in advance of any search or copying fees if fees will exceed \$ \_\_\_\_\_

\_\_\_\_\_ I believe this request serves the public interest and is not for personal or commercial interest. I ask that all fees for locating and copying records be waived. State how this information will be used and why that use is in the public interest.

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