RECORDS REQUEST FORM

Rachel Holcomb, City Clerk

City of Neosho, 203 E. Main St., Neosho, MO 64850

Date of Request:_____

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

I request that you make available to me 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 the records, rather than just being able to see them:

Paper Documents:	$.10 per page
	$ 11 per hr for duplication time
	Actual cost per hr for searching & processing fees
Electronic:	Actual cost per hour for searching and processing fees. Cost of floppy disk or CD ROM
Email:	Actual cost per hr for searching & processing fees

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.)

_____

First Name Last Name

_____

Mailing Address City State/Zip

(____)_____

Phone E-mail Address

_____

Signature