

City of Linn Creek Records Request Form

To: Mimi J. Offield, City Clerk
PO Box 1177 102 E. Valley Dr.
Linn Creek, MO 65052

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

(Please Print)

Date of Request _____

Name: _____ Telephone: _____

Address: _____

City: _____ State _____ Zip _____

Email: _____ Fax: _____

Documents Requested:

Date(s) _____

Name/Type of Documents/Information _____

The Missouri Sunshine Law requires that each request to access public records be acted on no later than the end of the third business day following the date the request is received. I understand that there is a charge of \$.10 per page for paper copies that are 9x14 or smaller as well as fees for research and duplicating time. I understand that other fees may apply for all other types of records.

Please let me know in advance of any fees for this request that will exceed the amount of \$_____ .

I understand that if portions of the requested records are closed, the closed portions will not be included in the requested copies.

Signature: _____

Initial on Pick Up: _____

City Use	
Received By: _____	Date Received: _____
Date Request Provided _____	Amount: \$_____
Reason for Any Delay: _____	