



## Sunshine Law Request

Date: \_\_\_\_\_

To: City Clerk – City of Boonville  
401 Main Street  
Boonville, MO 65233

This is a request for records under the Missouri Sunshine Law, Chapter 610, Revised Statutes of Missouri. Please check appropriate request(s).

- ☐ **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).
  
- ☐ **I request that you make available to me all records that relate to:** (If you know the subject matter of the records, but do not have additional information, use this alternative. Be as specific as possible; include dates if you can).
  
- ☐ **I request that the records responsive to my request be copied and sent to me at the following address:**
  
- ☐ **I understand that there is a fee for copying of 10 cents per page and a research/pull fee of \$20.00 per hour. Please let me know in advance of any search or copying if the fees will exceed \$\_\_\_\_\_.**
  
- ☐ **If portions of the requested records are closed, please segregate the closed portions and provide me with the rest of the records.**

\_\_\_\_\_  
Name

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Address

\_\_\_\_\_  
Email Address