

LINCOLN COUNTY MISSOURI
Sunshine Law Information Request Form

To: Custodian of Records, Lincoln County Clerk:

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. When you are asking for records that cover only a particular period, such as last year or a specific month, identify that time period.)*

If you know the subject matter of the records, but do not have additional information, use this alternative:

I request that you make available to me all records that relate to: *(Be as specific as possible; include dates if you can.)*

If you want copies and are willing to pay for copies of the records, rather than just being able to see them:

I request that the records responsive to my request be copied and sent to me at the following address:

If you believe your request serves the public interest, and is not for personal or commercial interest, you may ask that the fees be waived.

I request that all fees for locating and copying the records be waived. The information I obtain through this request will be used to: *(Tell how you will use the information and why that use is in the public interest.)*

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.)*

If portions of the requested records are closed, please segregate the closed portions and provide me with the rest of the records.

Signature of Person requesting Records: _____

Printed Name: _____ Date: _____

Phone Number: (_____) _____

Please forward your request form to:

LINCOLN COUNTY CLERK, 201 MAIN ST., ROOM 102, TROY, MO 63379

Date Request Completed: _____ Clerk Completing Request: _____

Information Provided: _____

Total Charge for Request: _____ Receipt #: _____

Signature of Person Receiving Records: _____ Date: _____