

City of Ava, Missouri
P.O. Box 967
Ava, MO 65608
Attn: City Clerk
Phone (417) 683-5516
Fax (417) 683-3823

FORM TO REQUEST PUBLIC RECORDS

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. Where 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 records that relate to _____

(Be as specific as possible; include dates if you can.)

If you want copies of the records and are willing to pay for them, rather than just being able to view them: I request that the records responsive to my request be copied and sent to me. ____

If you believe your request serves the public interest, and is not just 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.

Requested by:

(Print legible Name, address, telephone number, or electronic mailing address)) Provide mailing address

Fees: MoRS 610.026: 1-10 pages, no charge, then ten cents per page not to exceed 9x11 paper
Document duplication time: \$14. hr Research time required for fulfilling records requests may be charged at the actual cost of research time.

Estimated cost for document search and duplication: \$ _____
(Ordinance #673 08/24/2004 (9))