

**CITY OF PRAIRIE HOME
RECORDS REQUEST FORM
MISSOURI SUNSHINE LAW**

TO: Mary Sue Fontana, City Clerk, Custodian of Records
416 Highway Drive, PO Box 39, Prairie Home, MO 65068
cityclerk@cityprairiehome.com

This is a request for records under the Missouri Sunshine Law, Chapter 610 of the Revised Statutes of Missouri. Please describe specifically the document(s) you are requesting. If you are asking for records that cover only a particular period, such as last year or a specific month, please identify the time period. If portions of the requested records are closed, the closed portions will not be included.

The Missouri Sunshine Law requires that each request to access public records be responded to no later than the end of the third business day following the date the request is received; please note the Prairie Home City Hall is open on Tuesdays and Thursdays, and Sunshine Law requests are processed on those business days accordingly.

The City may charge \$0.10 per page for paper copies that are 9x14 or smaller. In addition, research and duplicating time may be charged at the hourly rate of \$15.00.

___ 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.)

___ I believe this request serves the public interest, and is not just for personal or commercial interest. I request that all fees for locating and copying the records be waived.

(Explain how you will use the information and why that use is in the public interest.)

Signature: _____

Date of Request: _____

Print Name: _____

Phone #: _____

Address: _____

Email: _____