City of Farmington—Public Records Request

The completed form should be directed to:
Office of the City Clerk, 110 West Columbia Street, Farmington, MO 63640
Phone: (573) 756-1701 **Fax:** (573) 756-0611 **Email:** cmoore@farmington-mo.gov

First and Last Name (Printed): _____ Phone #: _____

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

Paper Documents	$ .10 cents per copy (8.5 x 11 size paper)
	$12.00 per hour for duplicating time
	Actual Cost of Research Time May Also be Charged

Please let me know in advance of any search/copying if the fees will exceed $_____.

I request that the records responsive to my request be:

☐ Emailed to me at: _____

☐ Mailed to me at: _____

☐ Please call when the records responsive to my request are available and I will pick them up.

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.)

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

Signature: _____ Date: _____