



Administration
 Attn: City Clerk
 201 S. Franklin St.
 Kirksville, MO 63501
 660.627.1225
 pubinfo@kirksvillecity.com

Public Records Request Form
 Missouri Sunshine Law, Chapter 610

Process & Fees – Fill out & Submit Form to the above contact

Fees are handled per RsMO Section 610.026. Once a request is received, the City Clerk will make contact with further questions, or an estimated quote for the submitted request. The quote must be paid in advance of any records being researched or distributed. Once the quote is paid, the City Clerk contact the requestor with an estimated time to expect records will be ready for conveyance.

Once research and duplication is complete, the actual cost will be figured. If the estimated price was not correct the City Clerk will contact you. The difference will either be due before distribution of records, or a reimbursement will be requested. We make every effort to be as accurate as possible with our estimates to avoid this, however, there is no way to know exactly until research is completed.

Fees Can Include: • Price of duplication (time & materials) • Research time for the lowest paid staff members that have access to the pertinent records • Postage fees • Other fees for cost of miscellaneous items: cd's, large prints, items requiring special programming, etc.

*Reimbursements take approximately 14 days

Requestor's Contact Information

Name: _____ Organization's Name: _____
 Phone #: _____ Secondary Phone #: _____
 Email: _____ Secondary Email: _____
 Address: _____ City, State, Zip Code: _____

Records Request Details

Time period requesting searched: [Click here to enter a date.](#) to [Click here to enter a date.](#)

Additional notes regarding time frame of searched: _____

Detailed description of records requesting (i.e. names, addresses, types of reports, accurate time period above, etc). This helps the City ensure accuracy of our estimate and search to provide the correct records:

Preferred Format of Records: Email, if possible Look at records in-person, and not actually receive copies
 Mailed hardcopies. I request _____ copies of each record (standard copying & shipping rates apply)
 Pick up hard copies in-person, I request _____ copies of each record (standard copying rates apply)

 Requestor Signature, Date