

CITY OF DARDENNE PRAIRIE – SUNSHINE REQUEST

Kim Clark, City Clerk 2032 Hanley Road, Dardenne Prairie, MO 63368

PHONE: 636-561-1718

FAX: 636-625-0077

EMAIL: cityclerk@dardenneprairie.org

This is a request for records under the Missouri Sunshine Law, Chapter 610, Revised Statutes of Missouri. Response and/or fulfillment by the City of Dardenne Prairie of this request will occur within seventy-two (72) hours from the time the request was received.

I request that you make available to me the following records: _____

_____ (Describe the records as specifically as possible. If you are requesting 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 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 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.

Name: _____

Address: _____

Phone No.: _____

Email Address: _____

Signature

Date

*****FOR OFFICIAL USE ONLY*****

Date & Time Request Received _____ Received By: Mail ___ Fax ___ Walk-In ___ Accepted by: _____

Payment Due Prior to Copying? YES / NO

Cost to Provide Copy \$ _____ Receipt No. _____

Date Record Provided _____

Place, Time, and Date Record Available for Inspection _____

Explanation for Cause for Delay, if Applicable _____

If Denied, Date Request Forwarded to City Clerk for Denial: _____

Date Request Received for Written Statement of Grounds for Denial: _____

Date Statement by City Clerk Explaining Denial Provided: _____

(Copy to Be Attached to the Request Form)

05/13/13