



Sunshine Request Form

City of Poplar Bluff

501 Vine Street

Poplar Bluff, Missouri 63901

Pamela Kearbey, Designated Custodian of Records and Clerk of the City of Poplar Bluff

1. This is a request for records under the Missouri Sunshine Law, Chapter 610, Revised Statutes of Missouri.

2. 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 only cover a particular period, such as last year or a specific month, identify that time period):

3. 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 (include events, names, dates, addresses, etc. if you can):

4. I want to view these records, I would like copies of these records made available for pickup, mailed to my home address.

5. Fees for copies are based upon the actual hourly rate it takes to research and duplicate the material plus \$ 0.10 cents per page. Fees for electronic and other reproductions will be based on actual costs plus duplication time. These fees are payable in advance to the City Clerk's Office prior to release. If you believe your request serves the public interest, and is not just for personal or commercial interest, you

may ask the fees to be waived. If you are requesting fees to be waived, please tell how you will use the information and why that use is in the public interest:

Please let me know before any search or copying of these records if the fees will exceed \$ _____
_____ (Insert the amount you are willing to pay for these services)

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

Your Name: _____ Your Address: _____

City, State, Zip Code: _____ Phone Number: (____) _____

_____ - _____; Email Address: _____

Signature: _____ Date: _____

The City of Poplar Bluff makes every effort to comply with requests for records and interpret the "Sunshine Law" in the most liberal terms available under the law. As such, we will provide you with a response within three (3) business days of the date of your request along with the costs associated with such request which must be paid prior to the replication of any records, should the request be granted. Pursuant to Chapter 610 of the Revised Statutes of Missouri, if we are able to grant your request, the material will be made available to you within thirty (30) days. Some of the material may be unavailable to the public pursuant to 610.100 RSMo and therefore removed, or "redacted" before you receive your copies.

In certain instances we may be unable to provide you with the requested material(s) pursuant to 610.100 RSMo. In such cases, we will deny your request and file a motion with the Circuit Court of Butler County.

Official Use Only

Received ____/____/____

By: _____

Complied ____/____/____

By: _____

Refused ____/____/____

By: _____

Reason: _____

