



CITY OF
Oak Grove

2110 S. Broadway · Oak Grove, Missouri 64075 · (816) 690-3773 · Fax (816) 690-8478

PUBLIC RECORDS REQUEST FORM

City of Oak Grove
City Clerk's Office
1300 S. Broadway
Oak Grove, MO 64075

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

1. I request that you make available to me the following public 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 specific month, identify that time period.)

-OR-

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)

2. I want copies of the above records and will pay for them, rather than just view.

YES NO

Please send copies to me at the following address:

(Please indicate email address if you desire electronic copy instead of paper copy.)

3. My request serves the public interest and is not just for personal or commercial interest.

YES NO

I request that all fees for locating and copying the records be waived. The information I obtain through this request will be used to:

(Please explain how and why this information will benefit the public interest.)

4. Please let me know in advance of any search or copying fees.

YES NO \$0.00 (Do not exceed this amount)

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

YES NO

6. Special Instructions or Additional Comments.

Name (Person requesting records)

Address (Send to this address)

Phone Number or E-Mail Address

Date & Time of Request