

**CITY OF CAMDENTON
RECORDS REQUEST FORM**

TO: Renee Kingston, City Clerk
Custodian of Records
437 W US Hwy 54
Camdenton, MO 65020

This is a request for records under the Missouri Sunshine Law, Chapter 610, Revised Statutes of Missouri. Please print the following information:

Date of Request: _____

Name: _____

Phone #: _____

Address: _____

City: _____

State: _____ Zip: _____

Email: _____

Fax #: _____

Please describe specifically the document(s) you are requesting. If you are asking for records that cover only a particular period, such as last year or a specific month, please identify the time period:

The Missouri Sunshine Law requires that each request to access public record be acted on no later than the end of the third business day following the date the request is received. We may also charge \$0.10 per page for paper copies that are 9x14 or smaller. In addition, research and duplicating time may be charged at the average hourly rate of pay for clerical staff. Other fees may apply for all other types of records.

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, the closed portions will not be included in the requested copies.

Signature: _____

Please complete, sign the above form and fax (573-346-2926), e-mail (reeneek@camdentoncity.com) or mail to the above address.