A picture containing text, sign

Description automatically generated

Name: Click or tap here to enter text.

Date: Click or tap to enter a date.

Sunshine Law Request

Request for Public Records

To: Clinton County Clerk

207 N. Main Street

Room 103

Plattsburg, MO 64465

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

I REQUEST THAT YOU MAKE AVAILABLE TO ME THE FOLLOWING RECORDS: (Describe the records as specifically as possible).

|  |
| --- |
| Click or tap here to enter text |

I REQUEST THAT YOU MAKE AVAILABLE TO ME ALL RECORDS THAT RELATE TO:

|  |
| --- |
| Click or tap here to enter text. |

I REQUEST THAT THE RECORDS RESPONSIVE TO MY REQUEST BE COPIED AND SENT TO ME AT THE FOLLOWING ADDRESS:

|  |  |
| --- | --- |
| Address Line 1 | Enter text. |
| Address Line 2 | Enter text. |
| City, State | Enter text. |
| Zip | Enter text. |

|  |  |
| --- | --- |
| Phone | Enter text. |
| Email | Enter text. |
| Preferred Format for requested documents (Physical or Electronic) | Enter text. |

I understand there is a fee for copying of 10 cents per page and a minimum research/pull fee covering the cost of labor. However, the actual cost of the lowest paid person qualified to fulfill the request, shall be assessed as the research/pull fee, if required by the nature of the request, as determined by the custodian of records. The forms of payment we accept are cash or check only. Checks need to be written out to “Clinton County Clerk Fees”

Please let me know in advance of any search or copying if the fees will exceed $ Enter Amount

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