



CITY OF SEDALIA, MO RECORDS REQUEST FORM

This is a request for records under the Missouri Sunshine Law, Chapter 610, Revised Statutes of Missouri. **Please Print the following information** and return to the attention of the City Clerk's Office, 200 S. Osage, Sedalia, Mo 65301 or by email to asilvey@cityofsedalia.com or jmyers@cityofsedalia.com

Date Requested _____

Name _____

Address _____

City _____ State _____ Zip _____

Phone _____ Email _____

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 for access to a public record be acted on no later than the end of the third business day following the date the request is received.

Per Ordinance No. 10629 passed by the Sedalia City Council on June 19, 2017 a charge of 10 cents per page for a paper copy not larger than 9 x 14 inches and \$23.60 per hour for document searches will be assessed.

Signature _____