

RECORDS REQUEST FORM

County of Johnson, Missouri
County Clerk, Diane Thompson

Designated Custodian of Records for County Commission, County Clerk, Voter Registration & Local Elections
300 N. Holden Street, Suite 201, Warrensburg, MO 64093, 660-747-6161

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

YOUR CONTACT INFORMATION

Name		E-Mail	
Address (Street Address, City, State, Zip Code)		Phone Number(s)	

Identify the records you request:

- I request that you make available to me the following records:
- I know the subject matter of the records, but do not have additional information. I request that you make available to me all records that relate to:
- If portions of the requested records are closed, please segregate the closed portions and provide me with the rest of the records.

(Describe the records as specifically as possible. Ask for records that cover only a period, such as last year or a specific month, identify that time period. Please use additional pages as needed.)

Select how you would like to receive the records:

- I would like to view the documents during your hours of operation and do not need copies.
- I would like to receive the documents electronically, if available.
- I am willing to pay for copies of the records and request that the records responsive to my request be copied and sent to me at the following address:
 - Same as above
 - _____

Select how you would like to pay the location fees and copy fees.

- Please let me know in advance of any search or copying if the fees will exceed \$ _____
- I believe my request serves the public interest and is not just for personal or commercial interest. I request that all fees for locating and copying the records be waived. The information I obtain through this request will be used to:

Signature: _____ Date: ___/___/___

Received: ___/___/___ Response: ___/___/___ Records Request Number: _____
 NONE NOTICE TO PROCEED NO COST-ATTACHED NO COST-VIEW NO COST-TIME