

PUBLIC WATER SUPPLY DISTRICT NO. 12 JACKSON COUNTY

304 North Ranson Road
Greenwood, Missouri 64034
(816) 537-6856

Vickie J. McLaughlin, Custodian of Records
304 N. Ranson Rd.
Greenwood, MO 64034

Date of Request: _____

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. Where you are asking for records that cover only a particular period, such as last year or a specific month, identify that time period.*

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.*

If you want and are willing to pay for copies of the records, rather than just being able to see them:

I request that the records responsive to my request be copied and sent to me at the following address:

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

If you believe your request serves the public interest, and is not just for personal or commercial interest, you may ask that the fees be waived:

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

**Tell how you will use the information and why that use is in the public interest.*

Please let me know in advance of any search or copying if the fees will exceed \$_____.

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

Name: _____

Address: _____

Telephone number: _____ e-mail Address: _____

ATTACHEMENT: District Resolution of compliance with RSMo. 610.023.1, Custodian of Records & Fees

Confirmation of Request for Records

I acknowledge receipt of a Request for Records as described on the facing page, date: _____

The requested records were made available immediately.

The requested records will be available for viewing on _____ at _____ AM/PM.
Date Time

Cause for delay: _____

The requested records will be available for pick-up at the District Office or will be sent by post to the address designated on the facing page on _____.
Date

Response to this request will exceed the three-day allowance from the date received by Custodian.

Cause for delay: _____

Request denied.

Signed: _____
Custodian of Records

610.023. Records of governmental bodies to be in care of custodian, duties – records may be copied but not removed, exception, procedure – denial of access, procedure.

1. Each public governmental body is to appoint a custodian who is to be responsible for the maintenance of that body's records. The identity and location of a public governmental body's custodian is to be made available upon request.
2. Each public governmental body shall make available for inspection and copying by the public of that body's public records. No person shall remove original public records from the office of a public governmental body or its custodian without written permission of the designated custodian. No public governmental body shall, after August 28, 1998, grant to any person or entity, whether by contract, license or otherwise, the exclusive right to access and disseminate any public record unless the granting of such right is necessary to facilitate coordination with, or uniformity among, industry regulators having similar authority.
3. Each request for access to a public record shall be acted upon as soon as possible, but in no event later than the end of the third business day following the date the request is received by the custodian of records of a public governmental body. If access to the public record is not granted immediately, the custodian shall give a detailed explanation of the cause for further delay and the place and earliest time and date that the record will be available for inspection. This period for document production may exceed three days for reasonable cause.
4. If a request for access is denied, the custodian shall provide, upon request, a written statement of the grounds for such denial. Such statement shall cite the specific provisions of law under which access is denied and shall be furnished to the requestor no later than the end of the third business day following the date that the statement is received.