

**COTTLEVILLE GREENWAY
COMMUNITY IMPROVEMENT DISTRICT**
Request for Records

This is a request for records under Chapter 610 of the Revised Statutes of Missouri, as amended (the "Sunshine Law").

Date: _____

Name: _____

Phone No. _____ Fax No. _____

Mailing Address: _____

I want to 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.

1. 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.

I request that you made available to me the following records:

2. If you know the subject matter of the records, but do not have additional information, use this alternative:

I request that you made available to me all the records that relate to:

3. 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 following records be copied and sent to me at the address given above:

4. 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 _____ and for this reason I am requesting the following records:

OFFICE USE ONLY	
Request received:	Contacted re: fees:
Fees:	
Contacted re: delay:	Request filled:

Please return request to Charlotte Dixon
cdixon@d2team.org