

**OLD TOWN COTTLEVILLE
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: _____ Date: _____
Phone 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**