



Manchester Police Department

200 Highlands Blvd. Dr.

Manchester, MO 63011

Phone: (636) 227-1410 / Dispatch: (636) 527-9200



MISSOURI SUNSHINE LAW – RECORDS REQUEST

TO: Custodian of Records
Manchester Police Dept.
200 Highlands Blvd
Manchester, MO 63011
Fax: (636) 207-2829
E-Mail: recordsclerk@manchestermo.gov

FROM: Name: _____
Address: _____
City/State/Zip: _____
Phone #: _____
Email: _____

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: _____

START: Month/Year _____ END: Month/Year _____

Records Request Fee

Current average clerical rate applicable to research and compilation \$24.73 / hour
Copy Fee \$.10 per page
Copy of Audio CD (by request only) \$3.50 per CD

You will be notified of the total cost for payment, including postage, if applicable at the time of its completion.

****VOLUMINOUS ARCHIVED RECORDS MAY REQUIRE ADDITIONAL RESEARCH TIME AND REQUIRE A DEPOSIT BEFORE PREPARATION****

✓ **Check the boxes that apply to your request:**

I request that the records requested be copied and sent to me at the following address, and postage will be paid by me. Address/City/State/Zip: _____

***Prepayment Required**

If search and copying fees will exceed \$_____ please notify me before proceeding with the copying process. (Insert the amount you are willing to pay without information about the documents).

I believe this request serves the public interest and is not for personal or commercial interest; therefore, I request that all fees for locating and copying the records be waived.

State how this information will be used and why that use is in the public interest: _____

CLOSED PORTIONS OF RECORDS:

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

Signature: _____ Date: _____

If attorney, please furnish the name of your client: _____

If insurance company, please furnish the name of your insured: _____

If related to person named in document, please state relationship: _____