

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

Custodian of Records – Belton City Clerk’s Office  
[admin@belton.org](mailto:admin@belton.org)

506 Main Street Belton, MO 64012  
816.331.4331  
[www.belton.org](http://www.belton.org)

Choose one

- If you know the specific records you’re requesting**

**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, but aren’t sure of the specific records**

**I request that you make available to me all records that relate to (include the subject matter):**

(Be as specific as possible. Include dates, if you can.)

**I request the records responsive to my request be copied and sent to me at the following address.** If portions of the request records are closed, please segregate the closed portions and provide me with the rest of the records.

\_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip

Or emailed to \_\_\_\_\_

**Please let me know in advance of any search or copying fees, if the fees exceed \$\_\_\_\_\_.**

(Insert the amount you are willing to pay without additional information about the documents.)

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

(Please state how you will use the information and why that use is in the public interest and not just for personal or commercial interests.)

Please provide your contact information. (This may be different from where you’d like the records sent)

Name _____			
_____	_____	_____	_____
Address	City	State	Zip
Phone (____) _____	Email _____		
Submitted date _____			