



**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

506 Main Street Belton, MO 64012

P 816.331.4331 F 816.322.4620

[www.belton.org](http://www.belton.org) [admin@belton.org](mailto:admin@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 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.

\_\_\_\_\_ Mailing address City State Zip

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

*We will let you know in advance of any research or copying fees. Payment is required prior to the City providing the information requested. Payment is cash or check.*

**I request all fees for locating and copying the records be waived because this information is likely to contribute significantly to public understanding of the operations or activities of the public governmental body and is not primarily in the commercial interest of the requester. (610.026.1)**

(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 _____			