CITY OF Warsaw

201 W. Main St. • P.O. Box 68 • Warsaw, Mo. 65355
Phone: (660) 438-5522; Fax: (660) 438-7142
wlcometowarsaw.com

REQUEST FOR PUBLIC RECORDS

Records will be made available within 72 hours.

City Clerk – Jessica L. Kendall
P.O. Box 68, Warsaw, MO 65355

Applicant Information:

Name: _____ Date of Request: _____
Address: _____
Street *City* *State* *Zip*
Phone #: _____ Alternate Phone #: _____
Email: _____ Fax #: _____

This is a request for records under the Missouri Sunshine Law, Chapter 601, Revised Statutes of Missouri.

_____ I request that you make available to me the following records:
Describe the records as specifically as possible. If you are asking for records that cover only a particular period, such as a year or month, identify that time period.

_____
_____
_____
_____

_____ I request that you make available to me all records that relate to:
Be as specific as possible, include dates if you can.

_____

_____ I request to be advised if any part of the requested record is closed.

_____ I request that the records responsive to my request be copied and given/sent to me at the following address:

_____
Street *City* *State* *Zip*

_____ I request to know in advance of any search or copying if the fees will exceed $_____.
Enter amount you are willing to pay without notification.

OFFICE STAFF:	
Received By:	Date:
Approved/Denied By:	Date:

Please ensure that all request forms are processed within 3 days of the "Date Requested."