



City Clerk's Office  
300 North Coal Street  
Mexico, Missouri 65265  
Voice: 573.581.2100  
Fax: 573.581.2236  
www.mexicomissouri.net

## Request for Public Records

This is a Request for Records under the Missouri Sunshine Law, Chapter 610, Revised Statutes of Missouri.

I, \_\_\_\_\_, (*Print Name*) request that the City of Mexico make available to me the following records:

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*(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.)*

### Contact Information of Person Requesting Information:

Name:

Address:

Contact Number:

Electronic Mail Address:

*Signature*

*Date*

*Time*

### *For Office Use:*

Request Received By:

Date Request Received:

Time Request Received:

Estimated Costs:

Request Completed By:

Date/Time Completed: