

Request for Information Under the Sunshine Law
Village of Riverview 9699 Lilac Drive St. Louis, MO 63137
Megan Asikainen, Village Clerk

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 (at the rate of \$11.09 per hour and/or \$20.10 per hour required to research the request):

[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 of the records, but do not have additional information, use this alternative:

I request that you make available to me all records that relate to (at the rate of \$20.10 per labor hour required to research the request):

[Be as specific as possible; include dates if you can.]

If you want and are willing to pay for copies of the records, rather than just being able to see them:

I request that the records responsive to my request be copied and sent to me at the following address (at a charge of \$11.09 per hour required to make the copies and/or \$.10 per copy):

If you believe your request serves the public interest, and is not just for personal or commercial interest, you may ask that the fees be waived:

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

[Tell how you will use the information and why that use is in the public interest.]

Please let me know in advance of any search or copying if the fees will exceed \$ _____.

[Insert the amount you are willing to pay without additional information about the documents.]

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

Name _____

Address _____

Phone Number _____

Email Address _____