



## City of Independence, Missouri Request for Public Records

The City Clerk is the official custodian of records for the City of Independence, Missouri. City records are accessible by the public according to Missouri State Law and City policy. Many records are on the website at [www.independencemo.org](http://www.independencemo.org) or can be obtained quickly by contacting the appropriate department directly with informal requests. [Check the Police Department page for information on how to obtain crash reports.] Formal requests for records, pursuant to Chapter 610, RSMo (Missouri's "Sunshine Law"), must be made in writing to the City Clerk.

This form may be used to request records through the City Clerk office. Complete the information below, including detail about the records being requested. Because records may take time to search or staff may have questions about the request, it is important for complete contact information to be included.

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_  
(Street address, City, State, Zipcode)

**Contact Phone Number:** \_\_\_\_\_ **E-Mail Address:** \_\_\_\_\_

**Date of Request:** \_\_\_\_\_ **Describe City public record(s) requested (be specific):**

### Costs for Public Records

Payment of estimated fees in advance of search for records may be required, as allowed by Chapter 610, RSMo (Missouri's "Sunshine Law"). The City's Schedule of Fees lists hourly staff time for document search or duplication time and other fees which may apply for copies of audio and/or video recordings as well as programming, and the cost of the disk, tape or other medium used for duplication. Fees for maps, blueprints or plats that require special expertise to duplicate may include the actual rate of compensation for the trained personnel required to duplicate such maps, blueprints or plats and programming required beyond the customary and usual level to comply with a request for records.

Once payment of any applicable **estimated cost** is received, open public records found to meet the request will be provided as quickly as possible, pursuant to the Missouri "Sunshine Law".

**FOR USE BY CUSTODIAN OF RECORDS**      **Date Received:** \_\_\_\_\_      **Date Cost Estimated:** \_\_\_\_\_

**Fee:** \_\_\_\_\_      **Processed by:** \_\_\_\_\_      **Date Fee Paid:** \_\_\_\_\_      **Date completed/closed:** \_\_\_\_\_

**Notes:**

Submit via US mail to City Clerk, City of Independence, 111 E. Maple Ave., Independence, Missouri 64050. Drop off at ground floor of City Hall; email to [cityclerk@indepmo.org](mailto:cityclerk@indepmo.org). Call 816.325.7010 with questions about accessing City records.